

CHAPTER 2

MANAGING THE OFFICE OF THE CHAPLAIN

Most of the duties of a Religious Program Specialist are performed in an office environment. Junior RPs may be assigned to small offices or to large ones where they are likely to be supervised by a Chief Religious Program Specialist. Regardless of the size of the office of the chaplain, the RP has a tremendous responsibility in rendering support to assigned chaplains.

This chapter will be devoted to describing the general appearance and arrangement of office spaces; the proper method of stowing materials; the use and maintenance of office equipment; office procedures for CRP personnel including receptionist duties; the concept of privileged communication; the Navy's information security program; the proper handling of "For Official Use Only" information and records; and screening procedures for enlisted service records.

An office makes a lasting impression on the people who visit it. It should be noted that office atmosphere is the product of both mental and physical factors. Physical factors are the most obvious and will be discussed in the following section of this chapter.

GENERAL APPEARANCE OF OFFICE SPACES

The amount of control that the RP will have over the physical conditions in the office of the chaplain will vary with the location and type of duty. Conditions outside the RP's control may determine the kind of office that will be established and the types of equipment used. Regardless of the size and type of office, the RP is normally assigned responsibility for maintaining the appearance of the spaces allocated for use in support of the Command Religious Program.

All gear and supplies must be properly secured or stowed at the close of business each day. This is especially important at sea since there is always the possibility that the ship could encounter bad

weather and rough seas. Shown below are certain other tasks that the RP should routinely perform:

- Check and clear correspondence baskets daily.
- Store supplies such as ink and carbon paper so they will not stain other materials.
- Avoid accumulations of loose papers to prevent possible fire hazards.
- Plan cleaning periods and field days so as not to disturb the work of assigned chaplains.
- Dust desks frequently.

THE RP's DESK

RPs are responsible for maintaining their own desks. Desks should be kept in a neat and orderly fashion at all times. Listed below are some ideas for establishing sound organizational procedures for maintaining desks:

- Shallow trays or drawers may be used to store pencils, erasers, paper clips, and other small articles.
- Slanted stationery trays may be used in the upper drawers of desks to separate different types of stationery.
- Carbon paper should be kept in its original box to keep it from curling or soiling the stationery.
- Unused stencils and correction fluid should be stored in a supply cabinet.
- Personal belongings should be kept in a separate drawer of the desk.

- Desks should be cleared at the end of the day and desk drawers should be closed tightly.

- Classified material should be kept in designated spaces rather than in individual desks.

OFFICE ARRANGEMENT

As stated previously, an office makes an immediate and lasting impression on the individuals who visit it. The RP plays a vital role in seeing that the office spaces (afloat and ashore) allocated to support the CRP are properly arranged. Figure 2-1 shows some important "Do's" of office arrangement. It is important to remember that the best arrangement is the one that will facilitate the work most efficiently and effectively.

STOWAGE OF MATERIALS

Supplies should be stowed so that they are kept out of the way and in good condition. The RP will be handling a large amount of material, including ecclesiastical supply items, that must be stowed. Closed cabinets should be used to store supplies if at all possible. These cabinets are preferable to open shelves because they protect materials from dust and damage.

Wrapped packages should be labeled for easy identification and only one package of each kind of material should be opened at any given time. This helps avoid waste and ensures that the office of the chaplain is doing its part in using command funds efficiently.

Mimeograph stencils and ink must be stored in moderate temperatures and away from direct sunlight. Also, other materials should not be placed directly on top of a package of stencils since this may damage the stencils.

Spirit process duplicator (Ditto) fluid is quite toxic and it is imperative that this fluid be stored in a well-ventilated, cool place. Since a little amount is all that is needed for each use, only a limited amount of this fluid should be maintained. On Navy ships there are regulations prohibiting the stowage of toxic materials in certain locations. RPs should check their command's regulations/instructions concerning stowage of Ditto and other toxic materials. It is important to remember that being safety conscious is an attribute that every RP MUST possess.

OFFICE EQUIPMENT

A Religious Program Specialist is required by occupational standards to type at 30 words per minute and to operate office equipment. Shown below are the specific occupational standards for RP3 which either directly or indirectly require these skills.

OCCUPATIONAL STANDARDS—RP3

38825—OPERATE OFFICE EQUIPMENT

38826—TYPE AT 30 WORDS PER MINUTE

38832—TYPE AND ROUTE CORRESPONDENCE AND MESSAGES

38837—PREPARE AND PROCESS ADMINISTRATIVE, OPERATIONAL, AND ECCLESIASTICAL RECORDS AND REPORTS

38839—TRANSCRIBE CHAPLAIN INTERVIEW RECORDS

38847—TYPE DIRECTIVES

94621—CLEAN, OIL, AND MAKE MINOR OPERATING ADJUSTMENTS TO OFFICE AND AUDIOVISUAL EQUIPMENT

In order to operate office equipment correctly, the RP should also be able to provide routine maintenance for the equipment that is maintained in the office of the chaplain in support of the CRP. The following sections of this chapter will be devoted to explaining routine maintenance requirements and procedures for some of the office equipment which the RP may be tasked to maintain.

TYPEWRITER MAINTENANCE

A typewriter is a heavy and sturdy piece of equipment, but it is actually quite delicate and should be handled with caution. The following routine procedures should be observed:

- A typewriter must be properly placed so that it will not fall or be knocked off the desk.

THE DO'S OF OFFICE ARRANGEMENT

ARRANGE DESKS SO THAT LIGHTING IS SUFFICIENT.

RELIGIOUS PROGRAM SPECIALIST PERSONNEL SHOULD BE SEATED SO THEY CAN SEE VISITORS ENTERING THE OFFICE OF THE CHAPLAIN.

ADJUST CHAIRS SO THE FEET OF TYPISTS REST FIRMLY ON THE FLOOR.

COPYHOLDERS SHOULD BE USED TO HELP REDUCE EYESTRAIN FOR TYPISTS.

FILING CABINETS SHOULD BE READILY AVAILABLE BUT MUST BE SEPARATED FROM OFFICE TRAFFIC AS MUCH AS POSSIBLE.

BOOKCASES AND SPECIAL SHELVES SHOULD BE PROCURED TO STORE BOOKS, MAGAZINES, AND PAMPHLETS SO THEY WILL NOT TAKE UP VALUABLE WORKSPACE.

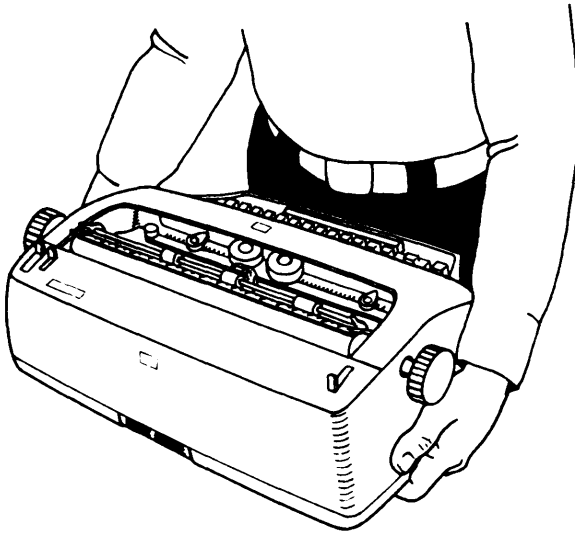
DON'T FORGET



"THE BEST OFFICE ARRANGEMENT IS
THE ONE THAT WILL FACILITATE
THE WORK BEST."

287.8(M3)

Figure 2-1.—Office arrangement procedures.



129.1

Figure 2-2.—Proper method of lifting a typewriter.

- When a typewriter must be lifted or moved, it should be gripped by its case and NEVER by the carriage (figure 2-2).
- Typewriters should be covered when not in use.
- A soft dry cloth should be used to clean the outside of the typewriter.
- Care should be taken to see that erasure crumbs do not fall inside the mechanism.
- Typewriters should be checked daily to see if they are in good working condition.
- Service representatives should be called when major work is required to fix a typewriter.

MIMEOGRAPH OPERATION AND MAINTENANCE

On occasion, RPs are called upon to operate a Mimeograph. It is important that the operating manual for the model being used be studied prior to operation of the machine. If possible, the RP should receive instructions on operating a Mimeograph from an experienced operator. This type of machine is extremely delicate and a minor mistake in operation or adjustment could be costly. Detailed information on preparing and

“cutting” stencils is provided by individual manufacturers in each pack of stencils.

Regular maintenance of a Mimeograph is a must. The RP should ensure that the following actions are observed in regard to maintaining this machine in good operating condition:

- The cylinder should be left with the ink pad side “up” when the Mimeograph is not in use.
- A long-handled brush with soft bristles should be used to clean lint out of the Mimeograph.
- Feed rolls should be washed once a week with clear warm water. A clean damp cloth is used for this purpose.
- Retainer pads and the feed pad can be removed and reversed when they become worn. The feed pad should be reversed each time it is cleaned whether it shows wear or not.
- The impression roller should be washed regularly with a cloth dampened with a solution of mild soap and warm water. This roller should NEVER be immersed in water. Other cleaning fluids should NOT be used as they may damage the roller.
- The ink pad should be covered with Mimeograph paper and the backing sheet of a stencil when the machine is not in use. Excess ink is absorbed by the paper and the backing sheet keeps out dust.
- A Mimeograph should not be located in direct sunlight or near a radiator as excess heat tends to cause ink leakage.

SPIRIT PROCESS DUPLICATOR OPERATION AND MAINTENANCE

Spirit process duplicator machines are used extensively throughout the Navy and are normally referred to as “Ditto” machines. NOTE: The word “Ditto” is actually the trade name of the spirit process duplicator machine manufactured by the Bell and Howell Company.

The main advantage of the Ditto machine over a Mimeograph is its compact size which is ideal for use aboard small ships. A disadvantage is that

a limited number of copies (usually not more than 150) can be produced from a single Ditto master stencil while the Mimeograph can produce up to 1000 copies from a single stencil.

Ditto Master Stencil Preparation

Before proceeding to an explanation of stencil preparation, the Ditto master will be discussed. The white Ditto master (overlay) is attached to a sheet of paper which is thickly coated with a carbon substance. Typing and hand-stylus impressions are made on the overlay and cause the carbon substance to be imprinted on the reverse side of the master. When the overlay is attached to the Ditto machine, the carbon-coated sheet is detached. The carbon impressions of the Ditto master are moistened by the duplicating fluid as the drum is rotated, which in turn transfers the carbon dye to the paper being fed into the machine. This transfer yields an exact reproduction of the master.

Preparing a neat and accurate Ditto master stencil is one of the more important secretarial tasks that the RP will perform. Command Religious Program announcements are often distributed to command personnel through the use of Ditto copies. Just as the appearance of the office of the chaplain makes an instant and lasting impression, an information 'flyer' or announcement will also leave lasting impressions. If the announcement is neatly prepared with concise and accurate information, it will probably give people the impression that the office of the chaplain is an efficient and caring organization. Therefore, it is important that the RP prepare each Ditto master with these thoughts in mind. The following helpful hints should aid the RP in preparing Ditto masters:

- The "flimsy" sheet of paper that is inserted between the Ditto overlay and the carbon attachment **MUST** be removed before it is possible to have impressions transferred to the back of the overlay. **NOTE:** If there is some artwork involved, the "flimsy" may be left between the overlay and carbon attachment while the artwork is penciled lightly onto the overlay. The artwork can then be retraced with a stylus when the "flimsy" is removed.

- If an electric typewriter is being used, a test line should be typed on a Ditto master at each

typing pressure setting. A copy should then be run and the RP can select the pressure that will provide the best copy. For manual typewriters, the typing pressure lever should be set to a medium or light position for best results.

- A Ditto master should be left in the typewriter when errors are corrected. The typewriter platen should be turned until there is enough room to separate the perforated overlay from the carbon backing. A razor blade or other sharp-edged instrument should then be used to lightly scrape the carbon deposit of the incorrect characters from the back of the overlay. Next, a clean piece of Ditto carbon should be placed between the overlay and the original carbon. Then the typewriter should be returned to its original position and the correct letters typed. After the correction has been made, the temporary carbon that was used for this correction **MUST** be removed before proceeding.

Ditto masters may be reused at a later date if they are properly stored after the initial use. The masters should be placed in large envelopes and separated by 'flimsy' sheets. It is imperative that they be stored in a flat position to keep them from becoming wrinkled.

Ditto Carbon Colors

Ditto carbon may be obtained in various colors such as purple, red, green, yellow, black, and blue. Purple is used most often in the Navy because it produces a larger number of legible copies than the other colors.

Different colors may be used on the same Ditto master if required. This can be accomplished by preparing a Ditto master using the various colored carbons for each segment of work to be produced. The carbon must be changed after each section (each color) is completed; the result is "one" Ditto master that needs to be run through the Ditto machine "one" time to obtain a multicolored product.

Ditto Machine Safety

Ditto machines actually require a limited amount of maintenance. These machines have very few parts to oil and the oiling process should be performed by an authorized maintenance technician. Personnel of the Instrumentman (IM)

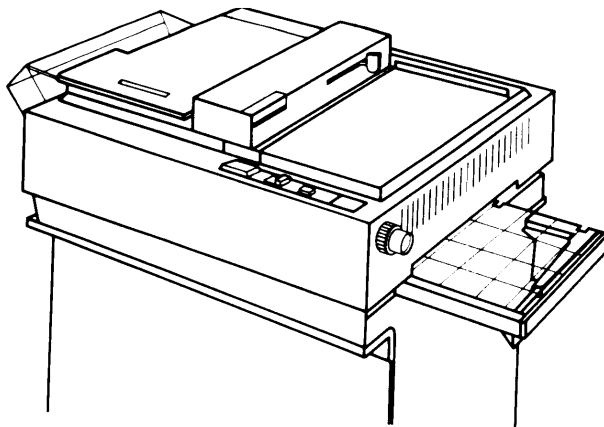
rating normally perform these duties aboard ship. On ships without IMs stationed aboard, this maintenance is performed by personnel from a tender; or the Ditto machine is sent to a maintenance facility ashore for service. The RP should set up a preventive maintenance check with the department having repair responsibility to ensure that Ditto machines are maintained in good operating condition.

As previously discussed, Ditto duplication fluid is quite toxic and should be stored in a well-ventilated, cool place. Also, smoking CANNOT be allowed in the immediate area of the Ditto machine as the fluid is also flammable.

DRY ELECTRICAL PROCESS MACHINES

Dry electrical process machines (fast-copy) such as the one shown in figure 2-3 are used extensively throughout the Navy. Letters, drawings, and forms may be reproduced in a matter of minutes or seconds depending on the capabilities of the specific model. Since there are several types of copying machines in use, it is important for RPs to review the operating manual for the type or types used at their command.

These machines should not be used to reproduce forms or publications that can be obtained from stockrooms or other official sources. The use of dry electrical process machines should



287.9(M3)

Figure 2-3.—Dry electrical process machine (fast-copy).

be kept to a minimum because the cost of reproduction on these machines is normally far greater than other methods. Carbon paper should be used at the time of typing to obtain a few extra copies; Ditto machines are appropriate for up to 150 copies; Mimeograph machines are appropriate for up to 1000 copies; and print shops should be used when more than 1000 copies are required. It is important for junior RPs to seek the advice of their leading chief/petty officer as to the most efficient and practical method of reproduction.

OFFICE PROCEDURES FOR CRP PERSONNEL

The RP plays a vital role in establishing sound human relations practices within the office of the chaplain both afloat and ashore. Visitors normally encounter the RP before seeing a chaplain and it is important for these visitors to feel relaxed upon entering office spaces assigned to CRP personnel. To be a good receptionist, the RP must understand that many of the people who seek the advice and counsel of chaplains may not be in the best of spirits. Therefore, it is imperative that RPs be friendly.

RECEPTIONIST DUTIES

Good receptionists make it clear that they are there to help. The RP receptionist should strive to be pleasant, friendly, and gracious as a matter of routine. Using good manners is a must even though some visitors to the office of the chaplain may seem to make unreasonable demands or requests. Following are some suggestions for greeting visitors to CRP office spaces:

- Visitors should be greeted as soon as possible after they enter the office spaces. A friendly smile and pleasant tone of voice will help to place visitors at ease.
- After visitors have been made to feel welcome, the RP must then seek relevant information concerning: name of visitor, reason for visit, which chaplain (if appropriate) needs to be seen, and if an appointment was made.

- The RP should never assume that a visitor knows all about the office of the chaplain. It is

important for the RP to listen attentively to inquiries to determine what course of action must be taken.

- If the visitor is referred to a particular chaplain, the RP should escort the person to that chaplain's office and provide the proper introductions, if needed.

- Visitors to the office of the chaplain should NEVER leave with the feeling that they have run into a "brick wall." Receptionists must strive to see that a visitor's needs are met. NOTE: This does not mean that RPs should try to counsel individuals in the absence of assigned chaplains. It simply means that when a chaplain is not available, an appointment should be made for a future date; or, in emergency situations a chaplain from another base or ship should be contacted to render assistance if at all possible.

A receptionist often serves as a "buffer" for assigned chaplains. The RP can save valuable time by handling matters that do not require a chaplain's attention. However, caution should be exercised to ensure that the responsibilities assigned to chaplains are not assumed by RP personnel. REMEMBER, Religious Program Specialists are limited to performing tasks which do not require ordination or licensing. Although members of the rating are obligated to support chaplains and persons of all faith groups, an RP cannot conduct worship services, administer sacraments, or function as a pastoral counselor. The RP does not exercise any of the ministerial functions of a member of the clergy or Navy chaplain.

TELEPHONE COMMUNICATIONS

Communicating effectively on the telephone is more difficult than face-to-face conversation. The reason for this is that gestures cannot be seen or detected over the telephone. Gestures make up the nonverbal part of a message between a sender and a receiver. It is estimated that a message which is transmitted in spoken words directly between two persons is made up of:

MESSAGE PART PERCENTAGE

Actual words	7
Tone of voice	38
Gestures	55

With 55% of the message missing in conversations which are not face to face, it is easy to understand why communicating on the telephone is more difficult than communicating face to face. Following are a few helpful hints for improving telephone communications in the office of the chaplain:

- Strive to speak clearly and distinctly. Use a steady voice that can be easily heard by the other person on the line.

- Make notes of the key points to be covered before placing a call.

- Vary the volume of the voice to help maintain interest.

- Speak slowly and enunciate words clearly so that the other person can easily understand the message.

- Strive to be polite and professional in telephone conversations. One way to properly answer the telephone in the office of the chaplain is to say: "Office of the chaplain, Petty Officer Jones speaking. May I help you?" Professionalism is served by identifying the organization (office of the chaplain) and the individual answering the telephone (Petty Officer Jones); and politeness is shown by offering assistance (May I help you?).

- When callers fail to identify themselves, ask for their identity as tactfully as possible. For example, "May I tell the chaplain who is calling, please?"

- If a caller asks to speak to a particular chaplain who is not available, the services of another chaplain should be offered if at all possible; or a message should be taken and the caller informed that the unavailable chaplain will return the call.

- Telephones should be answered as promptly as possible. Also, they should not be left unattended during normal working hours.

- If an occasion arises where a caller must be placed on "hold" for a period of time, it is

proper and polite to explain the reason for the delay. For example, "If you can wait a moment, I'll see if the chaplain is available. He's in the chapel complex. " NOTE: The RP should check back regularly with the person on hold to ensure that the connection is not broken.

CRP PLANNING

The RP is often given numerous instructions on planning and coordinating the Command Religious Program by command and other assigned chaplains. It is extremely important for RPs to make reminder notes when instructions are given. This is especially true when instructions will not be carried out immediately.

In the office of the chaplain, planning in support of the CRP is one of the most important functions that RPs help perform. The following two sections will be devoted to explaining the RP's role in scheduling appointments and CRP activities for the office of the chaplain.

Scheduling Appointments

The office of the chaplain receives numerous visitors and telephone calls during the course of any given day. These visits and calls are often in regard to making appointments to see a chaplain. RPs are normally tasked by command chaplains to coordinate the scheduling of these appointments.

It is imperative that the RP keep an accurate appointment schedule. Appointments should be recorded on each chaplain's desk calendar and scheduled with sufficient time between sessions to ensure that appointments do not overlap. Figure 2-4 is an example of an appointment calendar.

Activity Calendars

Command Religious Program chapel facilities are used for a multitude of religious, command, and civil activities. A chapel complex is used during normal duty hours, in the evenings, and on weekends. Sound management practices are needed to handle this tremendous amount of activity to ensure that there are no conflicts in scheduling.

An activity calendar such as the one shown in figure 2-5 should be prepared and maintained by the RP. A good practice is to have three

activity calendars prepared (one for the current month's activities and one for each of the following 2 months). It is not uncommon to receive requests to schedule meetings, ceremonies, and other activities a month or more in advance. Activity calendars should include four elements for every activity scheduled. They are: time of event, description of event, place of the event, and person responsible for coordination of the event. For routine recurring events such as regular weekly religious services, the person responsible for coordination purposes is not needed on the calendar.

It is advisable for the RP to make duplicate calendars so that command chaplains will have an up-to-date list of chapel complex activities. Also, any changes in scheduling should be immediately made on the calendars to ensure that continuity is maintained.

PRIVILEGED COMMUNICATIONS

Privileged communication is a technical legal term which is defined as a special relationship involving a spoken or written communication between two or more persons. This relationship seals the confessor/counselor from releasing any information derived from the privileged communication. The person protected is referred to as the penitent/counselee. Privileged communication includes communication between a person and a minister, priest, rabbi, chaplain, or Religious Program Specialist in special circumstances.

Earlier in this chapter, it was discussed on several occasions that RPs do NOT function as chaplains or members of the clergy in the performance of their duties. It was also stated that personnel selected for the RP rating were limited to performing religious program tasks which do not require ordination or licensing. However, because of the nature of the duties that RPs perform and their unique relationship with chaplains, there will undoubtedly be situations that arise in which the privileged communication statute also applies to RPs. Listed below are situations in which the RP would probably be bound by the privileged communication statute:

- A service member approaches an RP in the barracks for the primary purpose of having the RP relay information concerning a personal problem to a chaplain.

20

JAN. 1983

THURSDAY

DECEMBER 1982						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20th Day

JANUARY 1983						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 1983						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

345 Days Left

APPOINTMENTS	NOTES
7:00 A.M.	
7:30 Morning Quarters	
8:00 Staff Meeting	Include RPC Lawrence
8:30	
9:00 Department Head Meeting	Bldg. 435, Conf. Rm #1
9:30	
10:00	
10:30 BM3 Robert Wilson	Duty Ph: 1658
11:00	Home Ph: 452-1655
11:30	
12:00 Enlisted Wives Luncheon	CNO Club
12:30 P.M.	
1:00	
1:30	
2:00 SK2 David Lee	Duty Ph: 1702
2:30	Barracks Ph: 1843
3:00	
3:30 PN3 John Corey & Wife	(Samantha) Duty Ph: 1421
4:00	Home Ph: 453-1114
4:30	
5:00	
5:30	
6:00	
6:30	

Figure 2-4.—Sample appointment calendar.

● A service member approaches an RP in his or her on-base or off-base quarters for the primary reason of having the RP relay information concerning a personal problem to a chaplain.

● A service member discusses a personal problem with an RP for the purpose of seeking advice as to whether the assistance of a chaplain

should be sought, or in order to expedite an appointment with a chaplain to obtain assistance with the personal problem.

It is imperative that RPs receive extensive instructions from the command chaplain on their duties and responsibilities in regard to privileged communication situations. This is necessary

MONTH OF December 1982 SCHEDULE OF Activities

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	COMMENTS
			1900-2000 Roman Catholic Choir Practice Bldg. 440, Rm #1	1900-2000 Protestant Choir Practice Bldg. 440, Rm #1	1200-1230 Roman Catholic Mass (1st Fri) Main Chapel	1000-1600 CRP Picnic at NAS Beach John James & Mary Johns Coordinators	Check with DAPA by the 15th to recon- firm time of Substance Abuse Presentations
2nd Sunday in Advent	5	6	1200-1230 Roman Cath- olic Mass (Feast of Immaculate Conception) 1900-2000 R.C. Choir Practice Bldg. 440, Rm #1	1900-2000 Protestant Choir Practice Bldg. 440, Rm #3	1900-2400 CRP Family Dinner Bldg. 440 Auditorium Larry Scott Lisa Wilson	1st Day of Hanukkah	25th is Holiday routine
3rd Sunday in Advent 2nd Day of Hanukkah	12	13	5th Day of Hanukkah 1900-2000 R.C. Choir Practice Bldg. 440, Rm #3	6th Day of Hanukkah 1900-2000 Protestant Choir Practice Bldg. 440, Rm #3	7th Day of Hanukkah 1900-2100 Children's Christmas Play- torium. Line Lowe, Jack Wray & Larry Avery	8th Day of Hanukkah	
4th Sunday in Advent	19	20	0800-0830 0900-0930 1000-1030 1100-1130 Pre-holiday sub- stance abuse talk Main Chapel Command DAPA & CODAA	0800-0830 0900-0930 1000-1030 1100-1130 Pre-holiday sub- stance abuse talk Main Chapel Command DAPA & CODAA	Christmas Eve 24 Christmas 25 0800-0900 1800-1900 Roman Catholic Mass 1000-1100 Protestant Service	Christmas 0800-0900 1800-1900 Roman Catholic Mass 1000-1100 Protestant Service	
	26	27	28	29	30	New Years Eve 31	

Figure 2-5.—Sample activity calendar.

287.10(M3)

because of the complex nature (legal and moral) of the privileged communication statute. An example in which the privileged communication statute would NOT apply will show the complexity of this issue. If a service member discusses a personal problem with a Religious Program Specialist in the barracks because of the RP's judgment as a petty officer and not as a chaplain's assistant, then the conversation would not be protected by the privileged communication statute.

Obviously, RPs must exercise caution and restraint when an individual seeks advice from them on a personal problem. Guiding troubled personnel to seek advice from a chaplain is the best course of action that the RP can take. The RP MUST be polite and understanding but should inform these individuals that assigned chaplains are more qualified and have the responsibility for pastoral counseling functions aboard the command.

SECURITY OF CLASSIFIED MATERIAL

In order to become a Religious Program Specialist, an individual must be eligible for access to classified information and materials. The following sections will be devoted to explaining the basic aspects of the information security program within the Navy Department, and the RP's responsibility in regard to this program.

INFORMATION SECURITY PROGRAM

National defense policies and procedures for safeguarding classified information are set forth in the *Information Security Program Regulation Manual* (DOD 5200.1-R). The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) is used in the Navy Department to implement DOD 5200.1-R. As outlined in OPNAVINST 5510.1, the specific responsibilities for the Secretary of the Navy, Chief of Naval Operations, Director of Naval Intelligence (OP-009), commanding officers, and those personnel who are granted access to classified material are shown in figure 2-6.

The commanding officer has overall responsibility aboard the command for ensuring compliance with security regulations as outlined in DOD 5200.1-R and OPNAVINST 5510.1.

Also, each command in the Department of the Navy which is eligible to receive classified material must designate an individual as the command's security manager. This individual must be an officer or U.S. civilian employee (GS-11 or above) and will be responsible for administration of the information security program for the command.

Office of the chaplain personnel (chaplains and RPs) should maintain a copy of DOD 5200.1-R and OPNAVINST 5510.1 for use in the Command Religious Program. There may be occasions when access to classified information is necessary for the chaplain and/or RP to perform certain tasks. These two unclassified security manuals provide a ready reference to help clear up problem areas when questions arise concerning security matters.

Purpose of Program

The purpose of the security program is to ensure that official information of the Department of the Navy relating to national security is protected to the maximum extent possible and for a specified period of time as may be necessary. The *Department of the Navy Information Security Program Regulation Manual* (OPNAVINST 5510.1) establishes the procedures for identifying information to be protected; prescribes a system of classifying, downgrading, and declassifying information; prescribes policies and procedures for safeguarding classified information; and establishes a monitoring system to ensure effectiveness of the program throughout the Navy.

Basically, the security program deals with the safeguarding of information that should not be allowed to fall into the hands of foreign governments because of the danger that such information might be used to the detriment of the United States. Information may be compromised through careless talk, through actual subversion by enemy agents, by careless handling of classified material, and in various other ways. In order to help ensure that the office of the chaplain does its part in protecting classified material, the RP needs to develop sound security habits as a matter of routine.

Security Definitions

There are many terms which are used in regard to classified material. The following list was extracted from OPNAVINST 5510.1. RPs should

INFORMATION SECURITY PROGRAM RESPONSIBILITIES
<p style="text-align: center;"><u>Secretary of the Navy</u></p> <p>The Secretary of the Navy is responsible for the establishment and maintenance of an Information Security Program to ensure effective compliance with the provisions of U.S. Navy Regulations and General Orders, Executive Orders, public laws, National Security Council, Department of Defense, and other legally established directives regarding the protection of classified information.</p> <p style="text-align: center;"><u>Chief of Naval Operations</u></p> <p>The Chief of Naval Operations is responsible to the Secretary of the Navy for policies relating to the security of classified information in the Department of the Navy.</p> <p style="text-align: center;"><u>Director of Naval Intelligence</u></p> <p>The Director of Naval Intelligence (OP-009) has been designated as the officer primarily responsible to the Chief of Naval Operations for the effective compliance with and implementation of the Information Security Program within the Department of the Navy.</p> <p style="text-align: center;"><u>Commanding Officers</u></p> <p>Commanding Officers are responsible for compliance with and implementation of the regulations outlined in DOD 5200.1 R and OPNAVINST 5510.0 within their commands.</p> <p style="text-align: center;"><u>Personnel Granted Access</u></p> <p>Every individual in the Department of the Navy who acquires access to classified information is responsible for protecting that information in accordance with the regulations outlined in DOD 5200.1 R and OPNAVINST 5510.1.</p>

Figure 2-6.—Classified material responsibilities.

consult this publication for a detailed list of security terms.

ACCESS.—The ability and opportunity to obtain knowledge or possession of classified information. NOTE: An individual does not have access to classified information merely by being in a place where such information is kept. The individual must have the “need to know” for the

information before access is granted. “Need to know” will be defined in a later section.

ACTIVE DUTY FOR TRAINING.—This refers to full-time duty by an inactive duty reservist with the active military service of the United States for training purposes. Usually this is for a 2-week period.

ACTIVE STATUS.—The status of all inactive duty ready reservists and those standby reservists not officially placed on the Inactive Status List.

ALIEN.—Any person not a citizen or a national of the United States.

CLASSIFICATION.—The determination that official information requires, in the interest of national security, a specific degree of protection against unauthorized disclosure, coupled with a designation signifying that such a determination has been made.

CLASSIFIED INFORMATION.—Official information” which has been determined to require, in the interest of national security, protection against unauthorized disclosure which has been so designated.

CLASSIFIED MATERIAL.—Any matter, document, product, or substance on which classified information is recorded.

CLEARANCE.—An administrative determination by competent authority that an individual is eligible for access to classified information of a specific classification category.

COMMAND.—Any organizational entity under one individual authorized to exercise direction and control. NOTE: This term includes unit, base, squadron, activity, or any other indication of organizational integrity.

COMMANDING OFFICER.—This term includes commander, officer in charge, naval representative, director, inspector, and any other title assigned to an individual (military or civilian) who through command status, has the authority to render a decision with regard to a specific question under consideration.

COMPROMISE.—A security violation which has resulted in confirmed or suspected exposure of classified information or material to an unauthorized person.

COUNTERINTELLIGENCE.—That aspect of intelligence activity which is devoted to destroying the effectiveness of inimical (hostile) foreign intelligence activities and to the protection of the

information against espionage, individuals against subversion, and installations or material against sabotage.

CUSTODIAL RESPONSIBILITY.—The responsibility for classified material which rests with the command to whom the material is charged.

CUSTODIAN.—An individual who has possession of or is otherwise charged with the responsibility of safeguarding and accounting for classified information.

DECLASSIFICATION.—The determination that classified information no longer requires, in the interest of national security, any degree of protection against unauthorized disclosure, coupled with a removal or cancellation of the classification designation.

DOCUMENT.—Any recorded information regardless of its physical form or characteristics. This includes written or printed material; data processing cards and tapes; maps; charts; paintings; drawings; engravings; sketches; working notes and papers; reproductions by any means or process; and sound, voice, or electronic recordings in any form.

DOWNGRADE.—TO determine that classified information requires, in the interest of national security, a lower degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such lower degree.

FOREIGN INTELLIGENCE.—The product resulting from the collection, evaluation, analysis, integration, and interpretation of all available information which concerns one or more aspects of foreign nations or of areas of foreign operations and which is immediately or potentially significant to military planning and operations.

FOREIGN NATIONAL.—Any person not a U.S. citizen, immigrant alien, or U.S. national is considered to be a foreign national. American citizens representing foreign governments, foreign private interests, or other foreign nationals are considered to be foreign nationals for purposes of this regulation, when acting in that capacity.

IMMIGRANT ALIEN.—Any person who has been lawfully admitted into the United States for permanent residence under an immigration visa.

INACTIVE DUTY TRAINING.—Any training, instruction, or duty, as prescribed by the Secretary of the Navy, performed by reservists on inactive duty, with or without compensation. For example, drills and approved correspondence courses are part of this training.

INACTIVE STATUS.—The status of members of the Standby Reserve who are officially placed on the Inactive Status List in accordance with regulations prescribed by the Secretary of the Navy.

MARKING.—The physical act of indicating on classified material the assigned classification, changes in classification, downgrading and declassification instructions, and any limitation on the use of the classified information.

NATIONAL SECURITY.—The national defense and foreign relations of the United States.

NEED TO KNOW.—The necessity for access to, knowledge of, or possession of classified information in order to carry out official military or other governmental duties. **NOTE:** Responsibility for determining whether a person's duties require access to classified information and the authorization to receive it rest upon the possessor of the classified information and not upon the prospective recipient.

OFFICIAL INFORMATION.—Information which is owned by, produced for or by, or is subject to the control of the United States Government.

SECURITY.—A protected condition of classified information which prevents unauthorized persons from obtaining information of direct or indirect military value. This condition results from the establishment and maintenance of protective measures which enable a state of inviolability from hostile acts or influence.

SECURITY VIOLATION.—Any failure to comply with the regulations relative to the security of classified material.

TRANSMISSION.—Movement involving the actual transfer of custody and responsibility for a document or other classified material from one command to another command or other authorized addressee.

UNITED STATES AND ITS TERRITORIES.—The 50 states; District of Columbia; the Commonwealth of Puerto Rico; the Territories of Guam, American Samoa, and the Virgin Islands; the Trust Territory of the Pacific Islands; the Canal Zone; and the Possessions, Midway and Wake Islands.

UPGRADE.—TO determine that certain classified information requires, in the interest of national security, a higher degree of protection against unauthorized disclosure than currently provided, coupled with a changing of the classification designation to reflect such higher degree.

Classification Designations

Official information or material which requires protection in the interest of national security must be classified in one of three categories depending upon the degree of significance of the material. These categories are: Top Secret, Secret, and Confidential. "For Official Use Only" (FOUO) markings are not used, to identify classified information. These markings (FOUO) will be explained in another section of this chapter. The next three sections will provide an explanation and examples of Top Secret, Secret, and Confidential material.

TOP SECRET.—Top Secret is the designation which will be applied only to information in which the unauthorized disclosure could reasonably be expected to cause **EXCEPTIONALLY GRAVE DAMAGE** to the national security. Examples include:

1. Armed hostilities against the United States or its allies.
2. Disruption of foreign relations vitally affecting the national security.
3. The compromise of vital national defense plans or complex cryptologic and communications intelligence systems.
4. The revelation of sensitive intelligence operations.

5. The disclosure of scientific or technological developments vital to national security.

SECRET.—Secret is the designation which will be applied only to information or material in which the unauthorized disclosure could reasonably be expected to cause **SERIOUS DAMAGE** to the national security. Examples include:

1. Disruption of foreign relations significantly affecting the national security.
2. Significant impairment of a program or policy directly related to the national security.
3. Revelation of significant military plans or intelligence operations.
4. Compromise of significant military plans or intelligence operations.
5. Compromise of significant scientific or technological developments relating to national security.

CONFIDENTIAL.—Confidential is the designation which will be applied only to information or material in which the unauthorized disclosure should reasonably be expected to cause **IDENTIFIABLE DAMAGE** to the national security. Examples include:

1. Compromise of information which indicates strength of ground, air, and naval forces in the United States and overseas areas.
2. Disclosure of technical information used for training, maintenance, and inspection of classified munitions of war.
3. Revelation of performance characteristics, test data, design, and production data on munitions of war.

PHYSICAL SECURITY OF CLASSIFIED MATERIAL

Classified material (Top Secret, Secret, and Confidential) is not normally stored in the office of the chaplain. As a general rule, if a situation arises which requires a chaplain and/or RP to review classified material, the material is either: (1) reviewed in the office of the chaplain by authorized personnel only and returned immediately to the person who has control of classified material aboard the command; or (2) the chaplain and/or RP proceed to the location where classified material is maintained and

controlled. In either instance security consciousness **MUST** be exercised at all times.

The RP should consult personnel in the administrative office when questions arise concerning the review and stowage procedures for classified information. As previously discussed, every individual in the Department of the Navy who is granted access to classified information is responsible for protecting that information. RPs need to do their part in ensuring that the Command Religious Program does its share in protecting classified information in support of national defense efforts.

“FOR OFFICIAL USE ONLY” (FOUO) INFORMATION AND RECORDS

Uniform standards and procedures for marking, handling, and safeguarding FOUO material are contained in SECNAVINST 5570.2. This instruction also covers the control and protection of all **UNCLASSIFIED** information and records and other materials that are exempted from general public disclosure.

The RP should exercise care to ensure that Command Religious Program FOUO material does not become accessible to unauthorized persons. This material must be given a higher degree of protection than other unclassified material. Following are some procedures for safeguarding FOUO material:

- FOUO material should not be left unattended on desks.
- FOUO material should be placed out of sight when not in use.
- Unauthorized personnel should not be allowed in the area when FOUO material is being reviewed.

It is important to note that the caveat “For Official Use Only” is **NOT** a security classification. However, FOUO material must be safeguarded in accordance with SECNAVINST 5570.2 directives.

SCREENING ENLISTED SERVICE RECORDS

Occasions may arise in which the RP is tasked by assigned chaplains to screen an enlisted

service record for specific background information. Therefore, it is imperative that RPs know and understand what information is contained in enlisted service records. It is the responsibility of the Personnelman (PN) to prepare and maintain enlisted service records. The RP should consult a PN in the personnel office when questions arise concerning entries in these records.

SERVICE RECORD FOLDER

The enlisted service record is maintained in a NAVPERS 1070/600 folder such as the one

shown in figure 2-7. This folder has a tab for recording the name (last, first, and middle) and social security number of the enlisted person for whom the folder is prepared. A capital "R" is placed after "USN" to indicate a person is a member of the Naval Reserve. Both sides of the folder are equipped with fasteners for filing service record pages and other official/unofficial papers.

Left Side of Folder

Required documents and unofficial pages and papers filed for safekeeping are maintained on the

USN			
NAME	LAST	FIRST	MIDDLE
<h1 style="margin: 0;">U.S. Navy</h1> <h2 style="margin: 20px 0 0 0;">ENLISTED SERVICE RECORD</h2>			
<div style="border: 1px solid black; padding: 10px; margin: 0 auto; width: 80%;"> <p style="text-align: center; margin: 0;">CAUTION</p> <p style="font-size: small; margin: 0;">No information may be divulged from this record except to persons properly and directly concerned; this policy, by long usage, has acquired the effect of law. Questionable cases will be referred to the Commanding Officer for decision. The inviolability of the enlisted personnel service record and information therefrom has long been recognized by the Department of the Navy in view of the confidential nature of such records.</p> </div>			
<p>PROPERTY OF U.S. NAVY</p>			
<small>NAVPERS 1070/600 (Rev. 6-71) S/N-0106-018-6000</small>			

Figure 2-7.—Enlisted Service Record Folder (NAVPERS 1070/600).

3.252

left side of the folder. These pages and papers may include:

- The original or a copy of standard transfer orders with copies of the endorsements.
- Travel claims.
- Discharges.
- Statements of service.
- Naval correspondence course completion letters.
- Reports of examinations (other than medical).
- Service school certificates and diplomas.
- Reports of separation from military service.
- Statements of Personal History.
- Documents pertaining to completion of security investigations.
- Issuance of security clearance documents.
- Birth certificates.
- Marriage licenses.
- Court decrees and orders.
- Citizenship papers.
- Correspondence pertaining to special letters of commendation.
- Copies of evaluation reports.
- Certified reproduction of the Enlisted Performance Record (NAVPERS 1070/609). This record will be explained in another section of this chapter.
- Certified copy of History of Assignments (NAVPERS 1070/605) pertaining to prior naval service. This form will be explained in another section of this chapter.

A Career Performance Data Separator (NAVPERS 1070/617) shown in figure 2-8 is placed on the left side of the folder. The following items are placed beneath this separator:

- History of Assignments (NAVPERS 1070/605) pertaining to prior naval service.
- Copies of all performance evaluations.
- Copies of commendations from prior and current enlistments.
- Copies of all DD Forms 214 (Certificate of Release or Discharge from Active Duty). The DD Form 214 will be explained in another section of this chapter.

All other official and unofficial papers are filed in chronological order (the latest date on top) above the separator.

Right Side of Folder

The pages that comprise the actual service record are retained on the right side of the NAVPERS 1070/600 folder. These pages are arranged in the following order beginning with the first (bottom) page of the enlisted service record.

- DD Form 4, Enlistment or Reenlistment Agreement— Armed Forces of the United States. (Page 1)
- NAVPERS 1070/601, Immediate Reenlistment Contract. (Page 1)
- NAVPERS 1070/621, Agreement to Extend Enlistment. (Page 1A)
- NAVPERS 1070/622, Assignment to and Extension of Active Duty. (Page 1B)
- VA Form 29-8286, SGLI Certificate of Membership.
- NAVPERS 1070/602, Dependency Application/Record of Emergency Data. (Page 2)
- NAVPERS 1070/603, Enlisted Classification Record. (Page 3)



INSTRUCTIONS FOR USE OF THIS SEPARATOR

With fastener on top, fold top of separator back along creases.

With the top of the separator folded under, place it on the fastener on the left side of the Enlisted Service Record, NAVPERS 1070/600.

File the following material under the separator on the service record fastener:

Reproduced and certified Page 9 from prior enlistment.

Performance evaluations, prior and current.

Commendations throughout career.

NAVPERS 1070/617 (12-69) 0106-LF-018-6180

CAREER PERFORMANCE DATA

Figure 2-8.—Career Performance Data Separator (NAVPERS 1070/617).

287.11(M3)

- NAVPERS 1070/604, Navy Occupation/Training and Awards History. (Page 4)

- NAVPERS 1070/605, History of Assignments. (Page 5)

- NAVPERS 1070/606, Record of Unauthorized Absence. (Page 6)

- NAVPERS 1070/607, Court Memorandum. (Page 7)

- NAVPERS 1070/609, Enlisted Performance Record. (Page 9)

- NAVPERS 1070/610, Record of Personnel Actions. (Page 10)

- NAVPERS 1070/611, Record of Naval Reserve Service. (Page 11)

- NAVPERS 1070/613, Administrative Remarks. (Page 13)

- NAVPERS 1070/615, Record of Discharge from the U.S. Naval Reserve (Inactive). (Page 14)

- DD Form 214, Certificate of Release or Discharge from Active Duty. (Page 15)

DESCRIPTION OF SERVICE RECORD PAGES

It is important for the RP to have general knowledge of the information that is contained on each enlisted service record page. The following sections provide a brief overview of the pages that are retained on the right side of the NAVPERS 1070/600 folder. NOTE: Blank forms (pages) will be used for illustration purposes. The DD Form 4 (Enlistment or Reenlistment Agreement—Armed Forces of the United States) shown in figure 2-9 and VA Form 29-8286 (SGLI Certificate of Membership) shown in figure 2-10 will not be discussed. If questions arise concerning these two forms, the RP should consult the PN in the personnel office for guidance.

Immediate Reenlistment Contract (NAVPERS 1070/601—Page 1)

An Immediate Reenlistment Contract (NAVPERS 1070/601) is shown in figure 2-11.

This form establishes the legal relationship between the enlisted person and the Government. The period of reenlistment is indicated on this form.

Agreement to Extend Enlistment (NAVPERS 1070/621—Page 1A)

Enlisted personnel serving under an enlistment contract may extend or re-extend their enlistment. In order for the enlistment extension to be legal and binding, an Agreement to Extend Enlistment (NAVPERS 1070/621) shown in figure 2-12 must be completed and signed by both the enlisted person desiring an extension and by a commissioned officer who will administer the oath on or before the expiration of enlistment. It should be noted that the extension does not become operative until the bottom portion of NAVPERS 1070/621 is completed.

Assignment to and Extension of Active Duty (NAVPERS 1070/622—Page 1B)

An Assignment to and Extension of Active Duty (NAVPERS 1070/622) form is shown in figure 2-13. This form provides a record of the assignment of an enlisted person on inactive duty to active duty. It also serves as an agreement to extend a tour of active duty for an enlisted person of the Naval or Fleet Reserve; or for a retired person on active duty when reporting for active or temporary active duty other than active duty for training.

Dependency Application/Record of Emergency Data (NAVPERS 1070/602—Page 2)

The Dependency Application/Record of Emergency Data (NAVPERS 1070/602) which is shown in figures 2-14 (Part I) and 2-15 (Part II), is designed to provide an up-to-date source of emergency data for each member of the Navy. This record, which is used for casualty reporting and notification of next of kin, contains the following information:

- Person(s) to be notified in case of emergency or death.





- Person(s) to receive death gratuity when no spouse or child exists.

ENLISTMENT/REENLISTMENT DOCUMENT - ARMED FORCES OF THE UNITED STATES			
A. IDENTIFICATION DATA			
1. NAME (Last - First - Middle - Jr - Sr - etc.)		2. SSAN	3. DATE OF ENL/REENL
4. GRADE		5. HOME OF RECORD (City, State, ZIP Code)	
6. PLACE OF ENLISTMENT/REENLISTMENT		7. DATE OF BIRTH	
8. SELECTIVE SERVICE NO.		9. PREV MIL SVC UPON ENL/REENL	
<input type="checkbox"/> NOT REGISTERED		a. Total Active Military Service b. Total Inactive Military Service	
B. AGREEMENTS			
10. I am enlisting/reenlisting in the United States _____ on _____, 19____			
for _____ years in pay grade _____. The additional details of my enlistment/reenlistment are in Section C and Annex(es) _____.			
11. <i>a. FOR ENLISTMENT IN A DELAYED ENTRY/ENLISTMENT PROGRAM (DEP) (Not applicable to the Army or Air National Guard):</i> I understand that I will, within _____ days, be ordered to active duty as a Reservist for _____ years unless I enlist in the Regular Component of the United States _____ for not less than _____ years. My enlistment in the DEP is in a non-pay status. I must maintain my current qualifications and keep my recruiter informed of any changes in my physical or dependency status, moral qualifications, or mailing address.			
b. <u>Remarks:</u> (If "None" so state) _____			
c. The agreements in this section and the attached annex(es) are all the promises made to me by the Government. ANYTHING ELSE ANYONE HAS PROMISED ME IS NOT VALID AND WILL NOT BE HONORED. (Initials of Enlistee/Reenlistee) _____			
C. PARTIAL STATEMENT OF EXISTING UNITED STATES LAWS			
11. <i>FOR ALL ENLISTEES OR REENLISTEES:</i> Many laws, regulations, and military customs will govern my conduct and require me to do many things a civilian does not have to do. The following statements are not promises or guarantees of any kind. They explain some of the present laws affecting the Armed Forces which I cannot change but which Congress can change at any time.			
a. My enlistment is more than an employment agreement. As a member of the Armed Forces of the United States, I will be:			
(1) Required to obey all lawful orders and perform all assigned duties.			
(2) Subject to separation during or at the end of my enlistment. If my behavior fails to meet acceptable military standards, I may be discharged and given a certificate for less than honorable service, which may hurt my future job opportunities and my claim for veteran's benefits.			
(3) Subject to the military justice system, which means, among other things, that I may be tried by military courts-martial.			
DD FORM 4/1 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. 1/8 0102-17-000-0041 PAGE 1			
DD FORM 4/2 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. 1/8 0102-17-000-0041 PAGE 2			
DD FORM 4/3 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. 1/8 0102-17-000-0041 PAGE 3			
DD FORM 4/4 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. 1/8 0102-17-000-0041 PAGE 4			
DD FORM 4/5 1 JUN 78 REPLACES DD FORMS 4 AND 4C, 1 JUN 75, WHICH ARE OBSOLETE. DD FORM 4, PRIVACY ACT STATEMENT, 26 SEP 75, IS OBSOLETE. 1/8 0102-17-000-0041 PAGE 5			

287.12(M3)

Figure 2-9.—Enlistment or Reenlistment Agreement—Armed Forces of the United States (DD Form 4).

(PLEASE READ INSTRUCTIONS ON THE REVERSE SIDE BEFORE COMPLETING AND SUBMITTING THIS FORM)

SERVICEMEN'S GROUP LIFE INSURANCE ELECTION			
IMPORTANT — This form does not apply to and cannot be used for any other Government Life Insurance. It is to be used only for Servicemen's Group Life Insurance.			
USE THIS FORM FOR 	1. REDUCING OR REFUSING INSURANCE		2. STATING TO WHOM AND HOW INSURANCE SHOULD BE PAID
	<i>(Do not make erasures, corrections or changes. Complete a new form)</i>		
LAST NAME - FIRST NAME - MIDDLE NAME		RANK, TITLE OR GRADE	SERVICE OR SOCIAL SECURITY NO.
BRANCH OF SERVICE <i>(Do not abbreviate)</i>		CURRENT DUTY LOCATION	
1. REDUCING OR REFUSING INSURANCE			
By law you are automatically insured for \$15,000. If you do not want \$15,000 insurance write below in your own handwriting "I want only \$10,000 insurance" or "I want only \$5,000 insurance" or "I want no insurance" as you prefer. Reduced or refused insurance can be restored only by written request with proof of good health and compliance with other requirements.			
		 BE SURE TO COMPLETE PART 2	
2. BENEFICIARY(IES) AND PAYMENT TO BENEFICIARY(IES) <i>(Read instructions C and D on reverse)</i>			
IMPORTANT — You must write in the spaces below (1) "By Law" in your own handwriting if you wish the law to apply (as explained on reverse) or, (2) The names and other information for persons you want to receive your insurance. Insurance is paid in a lump sum or 36 equal monthly installments at the option of the beneficiary(ies). If you insert "36" under "Payments to Beneficiary," payment will be made only in 36 equal monthly installments.			
I DESIGNATE THE FOLLOWING BENEFICIARIES TO RECEIVE PAYMENT OF MY INSURANCE PROCEEDS AS SHOWN BELOW:			
COMPLETE NAME AND ADDRESS OF EACH BENEFICIARY <i>(If married woman, give her own first and middle names and husband's last name)</i>		RELATIONSHIP TO INSURED	SHARES TO BE PAID TO EACH BENEFICIARY <i>(Use fractions such as 1/2, 2/3 or 3/4)</i>
PRINCIPAL <i>(First)</i>			PAYMENTS TO BENEFICIARY <i>(Insert "36" if only monthly payments desired. See D on reverse)</i>
CONTINGENT <i>(Second-If principal beneficiary dies before me or before completion of installment payments to the principal beneficiary)</i>			
NOTE: If more than one principal beneficiary is named, the share of any such beneficiary who dies before me shall be distributed equally among the surviving principal beneficiaries. If there is no surviving principal beneficiary the proceeds shall be distributed equally to the surviving contingent beneficiaries. This Designation of Beneficiary shall be void if none of the designated beneficiaries is living at my death. If after completion of this form my insurance is increased, this beneficiary designation shall apply to the full amount in force unless a new designation is made.			
I UNDERSTAND that this form cancels any prior beneficiary or payment instructions and that unless I have named the beneficiary(ies) above, my insurance will be paid under the "Provisions of the Law" as explained on the reverse of this form.			
SIGN HERE IN INK 		DATE COMPLETED _____	
<i>(Signature of member) (Do not print)</i>			
WITNESSED AND RECEIVED BY:	RANK, TITLE OR GRADE	ORGANIZATION	DATE RECEIVED

VA FORM 29-8286
SEP 1970

SUPERSEDES VA FORM 29-8286, NOV 1965,
WHICH WILL NOT BE USED.

MEMBER'S OFFICIAL PERSONNEL FILE 1

287.13(M3)

Figure 2-10.—SGLI Certificate of Membership (VA Form 29-8286).

BUPERS USE ONLY				601-RR				BUPERS USE ONLY				
IMMEDIATE REENLISTMENT CONTRACT												E-30
1. NAME (LAST, FIRST, MIDDLE)				2. SSN				3. BRANCH/CLASS				
4. RATE		5. STATUS <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE		7. DATE OF BIRTH		8. CITIZENSHIP		9. DATE LAST DISCH				
10. DATE REENLIST		11. TERM		12. RADO MONTHS DAYS		13. REENLIST CODE		14. ENLIST CODE		15. LOSS CODE		
17. COMBAT ZONE <input type="checkbox"/>		18. UIC		19. HOME OF RECORD				20. STATE CODE				
21. ELECTS MILEAGE ALLOWANCE TO (LOCATION)				22. HOME OF RECORD <input type="checkbox"/>		23. PLACE OF LAST <input type="checkbox"/> ACCEPT		24. LEAVE SETTLEMENT <input type="checkbox"/> CARRY OVER <input type="checkbox"/> CASH		25.		
26. REENLISTED AT				27. ACTIVITY EFFECTING REENLISTMENT								

28. I have, to the best of my knowledge, met the eligibility requirements for immediate reenlistment on board, as defined in pertinent regulations.

Desiring to continue my naval service, I hereby agree to and with _____ (Name, Grade, and Service of Reenlisting Officer) as follows:

29. FIRST: In furtherance of my career in the United States Navy/United States Naval Reserve, I hereby reenlist, obliging and subjecting myself to serve _____ years from _____ unless sooner discharged by proper authority.

30. SECOND: I have read and understand the following SECTIONS OF TITLE 10 OF THE UNITED STATES CODE:

1. SECTION 671 OF TITLE 10 OF THE UNITED STATES CODE: "671a. Unless terminated at an earlier date by the Secretary concerned, the period of active service of any member of an armed force is extended for the duration of any war in which the United States may be engaged and for six months thereafter. 671b. (a) Notwithstanding any other provision of law, when the President determines that the national interest so requires, he may, if Congress is not in session, having adjourned sine die, authorize the Secretary of Defense to extend for not more than six months enlistments, appointments, periods of active duty, periods of active duty for training, periods of obligated service, or other military status, in any component of the Armed Forces of the United States, that expire before the thirtieth day after Congress next convenes or reconvenes. (b) An extension under this section continues until the sixtieth day after Congress next convenes or reconvenes or until the expiration of the period of extension specified by the Secretary of Defense, whichever occurs earlier, unless sooner terminated by law or Executive order."

2. SECTION 5540 OF TITLE 10 OF THE UNITED STATES CODE: "(a) The senior officer present afloat in foreign waters shall send to the United States by Government or other transportation as soon as possible each enlisted member of the naval service who is serving on a naval vessel, whose term of enlistment has expired, and who desires to return to the United States. However, when the senior officer present afloat considers it essential to the public interest, he may retain such a member on active duty until the vessel returns to the United States. (b) Each member retained under this section - (1) shall be discharged not later than 30 days after his arrival in the United States; and (2) except in time of war is entitled to an increase in basic pay of 25 percent. (c) The substance of this section shall be included in the enlistment contract of each person enlisting in the naval service."

31. THIRD: I understand that in time of war or National emergency declared by the Congress, or when otherwise authorized by law, members of the Naval Reserve may be continued on, or ordered to, active duty for the duration of the war or National emergency and for six months thereafter.

32. FOURTH: I have had this contract fully explained to me, I understand it, and certify that no promise of any kind has been made to me concerning assignment to duty, geographical area, schooling, special programs, assignment of government quarters, or transportation of dependents except as indicated _____

33. OATH OF ENLISTMENT: I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to regulations and the Uniform Code of Military Justice. So help me God. I swear (or affirm) that the information above has been correctly recorded and is true in all respects and that I fully understand the conditions under which I am enlisting.

SIGNATURE OF REENLISTEE _____ FIRST _____ MIDDLE _____ LAST _____

Subscribed and sworn to before me this _____ day of _____, A.D. 19 _____

SIGNATURE _____ OFFICIAL TITLE _____



SEE REVERSE FOR APPROPRIATE ADMINISTRATIVE REMARKS

IMMEDIATE REENLISTMENT CONTRACT NAVPERS 1070/601 (REV 7-77) S/N 0106-LF-010-6905

SERVICE RECORD COPY

Figure 2-11.—Immediate Reenlistment Contract (NAVPERS 1070/601).

6.63

BUPERS USE ONLY		1P621R		BUPERS USE ONLY																																																																									
AGREEMENT TO EXTEND ENLISTMENT																																																																													
1. DATE PREPARED		2. NAME (LAST, FIRST, MIDDLE)		3. SSN																																																																									
4. BRANCH/CLASS		5. ACTIVE DUTY		6. UNIT I.D. CODE																																																																									
7. SHIP OR STATION		8. REASON (MONTHS)		9. LOCATION OF SHIP OR STATION																																																																									
A. SCH.		B. OTHER																																																																											
10. NARRATIVE REASON																																																																													
<p>FIRST: I _____, having enlisted in the United States Navy/Naval Reserve on _____ for _____ years, do hereby voluntarily agree to (further) extend my enlistment for a period of _____ months from its date of expiration. This is the _____ extension of my current enlistment.</p> <p>SECOND: Having reread my current enlistment contract signed on _____, I agree that this voluntary agreement shall be subject to provisions and obligations of the contract and shall become a part thereof. I acknowledge that the provisions of 10 USC 5540 relating to an increase in basic pay do not apply to this voluntary extension of enlistment.</p> <p>THIRD: I have had this voluntary extension agreement fully explained to me, I understand it, and certify that no promise of any kind has been made to me except _____.</p> <p>And I do further swear (or affirm) that all statements made by me as now given in this record are correct.</p>																																																																													
 SIGNATURE IN OWN HANDWRITING SURNAME TO RIGHT																																																																													
Subscribed and sworn to before me this _____ day of _____ A.D., 19 _____																																																																													
SIGNATURE AND GRADE _____			OFFICIAL TITLE _____																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">11. DATE EXAMINED</td> <td colspan="4">12. EXAMINED AT (PLACE)</td> </tr> <tr> <td colspan="2">13A. OPER</td> <td colspan="2">13B. CANCEL</td> <td colspan="2">14. REASON (MONTHS)</td> </tr> <tr> <td colspan="2"></td> <td colspan="2"></td> <td colspan="2">A. SCH. B. OTHER</td> </tr> <tr> <td colspan="6">15. AUTHORITY</td> </tr> <tr> <td colspan="6" style="text-align: center;">THE ENLISTMENT DESCRIBED ABOVE AND ALL BINDING EXTENSIONS, IF ANY, EXECUTED PRIOR TO THIS EXTENSION HAVE BEEN COMPLETED THIS DATE AND TOMORROW THE EXTENSION DESCRIBED ABOVE WILL BECOME OPERATIVE.</td> </tr> <tr> <td colspan="2">16. DATE</td> <td colspan="2">17. SIGNATURE</td> <td colspan="2">18. TYPED NAME AND GRADE</td> </tr> <tr> <td colspan="4">19. AT MIDNIGHT THIS DATE, ON DUTY AT (PLACE)</td> <td colspan="2">20. IF AT SEA, NEXT PORT REACHED</td> </tr> <tr> <td colspan="2">21. IN COMBAT ZONE AS OF MIDNIGHT DATE OPER.</td> <td colspan="2">22. ELECTED CASH SETTLEMENT OF UNUSED LEAVE</td> <td colspan="2">23. DATE OF PRIOR 621 BEING CORRECTED</td> </tr> <tr> <td colspan="2">24. ELECTED MILEAGE ALLOWANCE TO: (LOCATION)</td> <td colspan="2">25. HOME OF RECORD</td> <td colspan="2">PLACE OF ACCEPTANCE</td> </tr> <tr> <td colspan="2">26. ELIGIBLE TO RECEIVE REENLISTMENT BONUS</td> <td colspan="4">27. MEMBER'S SIGNATURE (CERTIFIES HIS ELECTIONS — BLOCKS 22 AND 24)</td> </tr> <tr> <td colspan="2">28. UNIT I.D. CODE</td> <td colspan="2">29. RATE</td> <td colspan="2">30. ACTIVE DUTY</td> </tr> <tr> <td colspan="2">31. NAME (LAST, FIRST, MIDDLE)</td> <td colspan="2">32. SSN</td> <td colspan="2">33. BRANCH/CLASS</td> </tr> </table>						11. DATE EXAMINED		12. EXAMINED AT (PLACE)				13A. OPER		13B. CANCEL		14. REASON (MONTHS)						A. SCH. B. OTHER		15. AUTHORITY						THE ENLISTMENT DESCRIBED ABOVE AND ALL BINDING EXTENSIONS, IF ANY, EXECUTED PRIOR TO THIS EXTENSION HAVE BEEN COMPLETED THIS DATE AND TOMORROW THE EXTENSION DESCRIBED ABOVE WILL BECOME OPERATIVE.						16. DATE		17. SIGNATURE		18. TYPED NAME AND GRADE		19. AT MIDNIGHT THIS DATE, ON DUTY AT (PLACE)				20. IF AT SEA, NEXT PORT REACHED		21. IN COMBAT ZONE AS OF MIDNIGHT DATE OPER.		22. ELECTED CASH SETTLEMENT OF UNUSED LEAVE		23. DATE OF PRIOR 621 BEING CORRECTED		24. ELECTED MILEAGE ALLOWANCE TO: (LOCATION)		25. HOME OF RECORD		PLACE OF ACCEPTANCE		26. ELIGIBLE TO RECEIVE REENLISTMENT BONUS		27. MEMBER'S SIGNATURE (CERTIFIES HIS ELECTIONS — BLOCKS 22 AND 24)				28. UNIT I.D. CODE		29. RATE		30. ACTIVE DUTY		31. NAME (LAST, FIRST, MIDDLE)		32. SSN		33. BRANCH/CLASS	
11. DATE EXAMINED		12. EXAMINED AT (PLACE)																																																																											
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31. NAME (LAST, FIRST, MIDDLE)		32. SSN		33. BRANCH/CLASS																																																																									
 AGREEMENT TO EXTEND ENLISTMENT NAVPERS 1070/621 (REV. 4-72)			SERVICE RECORD COPY (2-72)																																																																										

52.35

Figure 2-12.—Agreement to Extend Enlistment (NAVPERS 1070/621).

BUPERS USE ONLY		1P622R		BUPERS USE ONLY	
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SECTION 1. IDENTIFICATION INFORMATION

1. DATE SUBMITTED		2. NAME (LAST, FIRST, MIDDLE)		3. SSN	
4. GRADE/RATE		5. BRANCH/CLASS		6. UNIT I.D. CODE	
7. SHIP OR STATION					

SECTION 2. REPORTING FOR ACTIVE DUTY

8. DATE REPORTED		9. CADD		10. ORDERED TO ACTIVE DUTY FROM:	
11. <input type="checkbox"/> TAR		12. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		13. AUTHORITY	
14. TERM OF ACTIVE DUTY MONTHS		15. <input type="checkbox"/> INVOLUNTARY		16. <input type="checkbox"/> VOLUNTARY	
17. RETAINED ON BOARD FOR		18. TEMPORARY ACTIVE DUTY IN CONNECTION WITH (SPECIFY)			
19. ORDERS ISSUED BY:		20. SIGNATURE			
21. DATE OF PRIOR 622 BEING CORRECTED		22. NAME AND GRADE			

SECTION 3. AGREEMENT TO REMAIN ON ACTIVE DUTY

23. DATE		24. REASON A. SCH (MONTHS) B. OTHER	
25. NARRATIVE REASON AND/OR AUTHORITY			

I hereby volunteer for and do consent to remain on active duty for a period of _____ months beyond my normal expiration of active obligated service date.

This agreement is entered into voluntarily for the reasons explained above. I understand that this continuation on active duty will be under the same provisions as my previous active duty agreement _____.

(Identification and date of prior active duty agreement)

No promises of any kind have been made to me except as noted above.

<div style="border-top: 1px solid black; text-align: center;">(MEMBER'S SIGNATURE)</div>	<div style="border-top: 1px solid black; text-align: center;">WITNESSED AND ACCEPTED: (BY DIRECTION OF COMMANDING OFFICER)</div>
--	--

SECTION 4. AGREEMENT TO REMAIN ON ACTIVE DUTY BECOMES OPERATIVE OR IS CANCELLED

26. <input type="checkbox"/> OPER		27. <input type="checkbox"/> CANC		28. REASON A. SCH (MONTHS) B. OTHER		29. AUTHORITY	
30. DATE		31. SIGNATURE		32. NAME AND GRADE			
33. UNIT I.D. CODE		34. RATE		35. NAME (LAST, FIRST, MIDDLE)			
36. SSN		37. BRANCH/CLASS					

ASSIGNMENT TO AND EXTENSION OF ACTIVE DUTY NAVPERS 1070/622 (Rev. 3-72) S/N 0106-018-6231

SERVICE RECORD COPY

Figure 2-13.—Assignment to and Extension of Active Duty (NAVPERS 1070/622).

NFC USE ONLY		P602R		NFC USE ONLY	
DEPENDENCY APPLICATION / RECORD OF EMERGENCY DATA					
(USE THIS FORM TO REPORT GAIN OR LOSS OF DEPENDENTS)					
1. UNIT I.D.		2. SHIP OR STATION		3. INITIAL <input type="checkbox"/> 4. CHANGE <input type="checkbox"/>	
5. NAME OF SPOUSE		6. DATE OF BIRTH OF SPOUSE		7. RELATIONSHIP	
8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY)		9. DATE MARRIED		10. CITIZENSHIP OF SPOUSE	
11. ADDRESS OF SPOUSE		12. DEP		13. NFAA	
13. NAME OF CHILD OR DEPENDENT		14. DATE OF BIRTH		15. RELATIONSHIP	
16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)		17. DEP		18. NFAA	
18. NAME OF CHILD OR DEPENDENT		19. DATE OF BIRTH		20. RELATIONSHIP	
21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)		22. DEP		23. NFAA	
23. NAME OF CHILD OR DEPENDENT		24. DATE OF BIRTH		25. RELATIONSHIP	
26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)		27. DEP		28. NFAA	
28. NAME OF CHILD OR DEPENDENT		29. DATE OF BIRTH		30. RELATIONSHIP	
31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)		32. DEP		33. NFAA	
33. NAME OF FATHER		34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35)		35. DEP	
36. NAME OF MOTHER		37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38)		38. DEP	
39. WERE YOU PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		40. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		41. DATE	
43. WAS SPOUSE PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		44. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		45. DATE	
				46. PLACE (CITY & STATE OR COUNTRY)	
				47. PLACE (CITY & STATE OR COUNTRY)	
<p>AFTER COMPLETION OF BLOCKS 68 THROUGH 76 BELOW, REMOVE PART I (ORIGINAL, FIRST AND SECOND COPIES) AND COMPLETE BLOCKS 78 THROUGH 80 ON THE REVERSE. REINSERT PART II IN THE TYPEWRITER AND COMPLETE IN ACCORDANCE WITH THE INSTRUCTION.</p>					
68. TOTAL NO DEPENDENTS THIS PAGE		69. EFFECTIVE DATE		70. RANK / RATE	
71. PAGE		72. OF PAGES		73. NAME OF APPLICANT (LAST, FIRST, MIDDLE)	
74. SSN		75. USN		76. USNR	
<p>NAVPERS 1070 / 602 (Rev. 7-72) PART I NAVY FAMILY ALLOWANCE ACTIVITY</p>					

Figure 2-14.—Dependency Application/Record of Emergency Data—Part I (NAVPERS 1070/602).

3.253

NAVPERS 1070/602 (Rev. 7-72) (PART II) (BACK)	
77. LOCATION OF WILL OR OTHER VALUABLE PAPERS	
78. REMARKS	
DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA	
1. UNIT I.D.	2. SHIP OR STATION
3. NAME OF SPOUSE	4. DATE OF BIRTH OF SPOUSE
5. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY)	6. DATE MARRIED
7. ADDRESS OF SPOUSE	8. DEP.
9. NAME OF CHILD OR DEPENDENT	10. DATE OF BIRTH
11. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	12. DEP.
13. NAME OF CHILD OR DEPENDENT	14. DATE OF BIRTH
15. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	16. DEP.
17. NAME OF CHILD OR DEPENDENT	18. DATE OF BIRTH
19. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	20. DEP.
21. NAME OF CHILD OR DEPENDENT	22. DATE OF BIRTH
23. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	24. DEP.
25. NAME OF CHILD OR DEPENDENT	26. DATE OF BIRTH
27. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	28. DEP.
29. NAME OF CHILD OR DEPENDENT	30. DATE OF BIRTH
31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)	32. DEP.
33. NAME OF FATHER	
34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35)	
35. DEP.	
36. NAME OF MOTHER	
37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38)	
38. DEP.	
39. WERE YOU PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO	40. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE
41. DATE	42. PLACE, CITY & STATE OR COUNTRY
43. WAS SPOUSE PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO	44. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE
45. DATE	46. PLACE, CITY & STATE OR COUNTRY
47. OTHER	48. ADDRESS
49. RELATIONSHIP	50. NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD)
51. ADDRESS	52. RELATIONSHIP
53. BENEFICIARY(S) FOR UNPAID PAY AND ALLOWANCES	54. ADDRESS
55. RELATIONSHIP	56. %
57. PERSON TO RECEIVE ALLOTMENT IF IN A MISSING STATUS SUBJECT TO SECRETARY DETERMINATION	58. ADDRESS
59. RELATIONSHIP	60. %
61. ADDRESS	62. RELATIONSHIP
63. %	64. LIFE INSURANCE DATA (NAME OF CO; (DO NOT INCLUDE SGLI)
65. ADDRESS	66. POLICY NUMBER
67. RELIGION	68. RANK / RATE
69. NAME OF DESIGNATOR (LAST, FIRST, MIDDLE)	70. SSN
71. PAGE	72. OF PAGES
73. USN	74. USNR
NAVPERS 1070/602 (Rev. 7-72) S/N 0104 LF-018-0035 PART II SERVICE RECORD	

3.335.2

Figure 2-15.—Dependency Application/Record of Emergency Data—Part II (NAVPERS 1070/602).

● Person(s) to receive unpaid pay and allowances. Such pay and allowances include accrual of monies during a missing or captured status, unused leave, travel, per diem, transportation of dependents and household goods, and savings deposits found due from the Department of the Navy.

● Person(s) to receive allotment of pay if member is missing or unable to transmit funds.

● Commercial insurance companies to be notified in case of death.

● Insurance in force.

NOTE: Part II is the copy maintained locally in a person's service record. This part is the one RPs will be tasked to check for information specified by assigned chaplains.

Block 67 (RELIGION) of NAVPERS 1070/602 will have one of the following codes entered to indicate the member's religious affiliation or preference:

<u>RELIGION</u>	<u>ABBREVIATION</u>	<u>RELIGION</u>	<u>ABBREVIATION</u>
Advent Christian Church	DA	Baptist Missionary Association of America	CD
African Methodist Episcopal Church	DB	Bible Presbyterian Church	BH
African Methodist Episcopal Zion Church	DC	Bible Protestant Church	AB
American Baptist Association	CA	Brethren in Christ Fellowship	BC
American Baptist Churches	06	Brethren Church	12
American Baptist Churches in the USA	CI	Buddhism	14
American Baptist Convention	CH	Central Bible Church	JT
American Council of Christian Churches	AO	Christian Church (Disciples of Christ)	24
American Lutheran Church, The	GB	Christian Churches and Churches of Christ	JB
Anglican Orthodox Church, The	BA	Christian Crusade	BD
Asbury Bible Churches		Christian Methodist Episcopal Church	DE
Assemblies of God	04	Christian and Missionary Alliance	JA
Associate Reformed Presbyterian Church (General Synod)	LA	Christian—No Denominational Preference	13
Associated Gospel Churches, The	BO	Christian Reformed Church	DF
Atheist	75	Christian Science (First Church of Christ, Scientist)	16
Baptist Bible Fellowship	BB	Church of Christ	18
Baptist Churches, Other	10	Church of God	20
Baptist General Conference	DD	Church of God (Anderson, IN)	DG
		Church of God (Cleveland, TN)	JC
		Church of God General Conference	DV
		Church of God in Christ	19
		Church of God in North America	DH

<u>RELIGION</u>	<u>ABBREVIATION</u>	<u>RELIGION</u>	<u>ABBREVIATION</u>
Church of God of Prophecy	ED	Evangelical Friends Alliance	JK
Church of Jesus Christ of Latter-Day Saints (LDS)	38	Evangelical Lutheran Churches, Association of	GD
Church of the Nazarene	50	Evangelical Methodist Church	JL
Church of the United Brethren in Christ	JD	Evangelical Methodist Church of America	AD
Churches of Christ	EP	Fellowship of Grace Brethren Churches	EJ
Churches of Christ in Christian Union	JE	Free Lutheran Congregations, The Association of	JU
Churches of God, General Conference	DX	Free Methodist Church of North America	NB
Congregational Methodist Church	AC	Free Will Baptists	CE
Conservative Baptist Association of America	JF	Free Will Baptists, NC State Convention of	DL
Conservative Congregational Christian Conference	JG	Friends	32
Conservative Judaism	FB	Full Gospel Pentecostal Association, The	55
Cumberland Presbyterian Church	LB	Fundamental Methodist Church, Inc.	AE
Eastern Orthodox Churches	53	General Association of General Baptists	CF
Elim Fellowship	JH	General Association of Regular Baptist Churches	CG
Elim Missionary Assemblies	JV	General Commission on Chaplains and Armed Forces Personnel	DO
Evangelical Church Alliance, The	47	General Conference of the Brethren Church	JS
Evangelical Church of North America	45	Grace Gospel Fellowship	05
Evangelical Congregational Church	DJ	Hindu	49
Evangelical Covenant Church in America	46	Independent Baptist Bible Mission	07
Evangelical Free Church of America	JJ		

<u>RELIGION</u>	<u>ABBREVIATION</u>	<u>RELIGION</u>	<u>ABBREVIATION</u>
Independent Baptist Churches	BE	Moravian Church	DM
Independent Churches Affiliated	AF	Muslim	48
Independent Denominational Endorsing Agencies	EO	National Association of Congregational Christian Churches	DN
Independent Fundamental Bible Churches	AG	National Association of Evangelical	JO
Independent Fundamental Churches of America	EH	National Association of Free Will Baptists	09
Independent Lutheran Churches	BF	National Baptists Convention of America	DP
International Church of the Four-Square Gospel	JM	National Baptist Convention, USA, Inc.	DQ
Jehovah's Witnesses	34	No Preference Recorded	00
Jewish	36	No Religious Preference	01
Kansas Yearly Meeting of Friends	JW	North American Baptist Conference	DR
Lutheran Churches	40	Ohio Yearly Meeting of Friends	JY
Lutheran Church in America	GA	Open Bible Standard Churches, Inc.	JN
Lutheran Church—Missouri Synod	GC	Orthodox Judaism	FC
Lutheran Council in the USA	41	Orthodox Presbyterian Church, The	LE
Methodist Churches	44	Other Religions	74
Methodist Protestant Church	AK	Pentecostal Churches	56
Militant Fundamental Bible Churches	AL	Pentecostal Church of God of America, Inc.	JP
Missionary Church, The	JR	Pentecostal Holiness Church	JQ
Missionary Church Association	JX	Plymouth Brethren	EK
		Presbyterian Churches	58
		Presbyterian Church in America	LH

<u>RELIGION</u>	<u>ABBREVIATION</u>	<u>RELIGION</u>	<u>ABBREVIATION</u>
Presbyterian Church in the US	LC	Seventh-Day Adventists	02
Presbyterian Council of Chaplains and Military Personnel	LJ	Seventh-Day Baptist General Conference	DW
Primitive Methodist Church, The	NC	Southern Baptist Convention	08
Primitive Methodist Church, USA	DS	Southern Methodist Church	NE
Progressive National Baptist Convention, Inc.	DT	Southwide Baptist Fellowship	BG
Protestant Episcopal Church	26	The Swedenborgian Church, General Conference of	DZ
Protestant—No Denominational Preference	72	Tioga River Christian Conference	AH
Protestant—Other Churches	70	Ukranian Evangelical Baptist Conference	AJ
Reformed Judaism	FA	Unitarian Universalist Association	66
Reformed Churches	60	United Christian Church	AM
Reformed Church in America	DU	United Church of Christ	68
Reformed Church in the United States	EL	United Methodist Church, The	NA
Reformed Episcopal Church	EM	United Pentecostal Church, International	57
Reformed Presbyterian Church, Evangelical Synod	LF	United Presbyterian Church, Evangelical Synod	LD
Reorganized Church of Jesus Christ of Latter-Day Saints	EN	United Presbyterian Church in the USA	LG
Roman Catholic Church	62	Unknown	99
Salvation Army, The	64	The Wesleyan Church	ND
Schwenkfelder Churches, The General Conference of	DY	World Baptist Fellowship	CJ

**Enlisted Classification Record
(NAVPERS 1070/603–Page 3)**

The Enlisted Classification Record (NAVPERS 1070/603) which is shown in figure 2-16 is

ENLISTED CLASSIFICATION RECORD															31	
<small>NAVPERS 1070/603 (Rev. 9-75) S/N 0106-LF-010-6940</small>																
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>PRIVACY ACT STATEMENT: Authority to request this information is contained in 5 USC 301, Departmental Regulations. The principal purpose of the information is to identify your personal skills and capabilities in order to assign you training duties commensurate thereto. It will therefore be used initially to assist in ascertaining your suitability for particular types of formal training and duty assignment. Additionally, it may be used throughout your naval service by officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and</p> </div> <div style="width: 50%;"> <p>administration of Navy military personnel and the operation of personnel affairs and functions. Completion of the form is mandatory except for items dealing with Leisure Time Activities, Talent for Public Entertainment, Sports in which Qualified, and Highest Position of Leadership, which are voluntary; failure to provide required information may result in denial of your requests for training or duty assignments which you might desire later in your naval service, or in other administrative action being taken.</p> </div> </div>																
PREPARING ACTIVITY												CO. NO.		DATE PREPARED		
TEST FORM	DATE ADMIN	GCT/WK	ARI/AR	MECH/MC	CLER/AD	NO	SHOP/SI	ETST/EI	MK	GS	GI	SP	AI	AFQT		
MOST SIGNIFICANT EDUCATION		DATES		YEARS EDUCATION		DEGREE		SPECIAL TEST SCORES								
NAME OF COLLEGE OR UNIVERSITY								NAME			FORM		DATE		SCORE	
MAJOR MINOR COURSE (Include specializations)																
SPECIAL STUDIES		ALG.-GEOM.		TRIG.		PHYS.		TYPING		LEISURE TIME ACTIVITIES						
HIGH SCHOOL								WPM		Talent for Public Entertainment						
COLLEGE								WPM								
SPECIALIZED TRAINING (Locational, trade, business)										SPORTS IN WHICH QUALIFIED						
										HIGHEST POSITION OF LEADERSHIP						
MAIN CIVILIAN OCCUPATION (Title from D.O.T.)										VRS. SERVICE		D.O.T. CODE				
DUTIES, SKILLS, MACHINES																
SECOND BEST OCCUPATION (Title from D.O.T.)												YEARS SERVICE				
DUTIES, SKILLS, MACHINES																
REMARKS																
RIGHT EYE		LEFT EYE		RIGHT HANDED		LEFT HANDED		QUALIFIED SWIMMER CLASS		COLOR PERCEPTION		HEARING		NORM		DEF
UNCORR	CORR	UNCORR	CORR													
RATING RECOMMENDATIONS								VERIFIED (Interviewer's Signature)								
		1ST		2ND		3RD		4TH		5TH						
SCOL																
OJT																
I understand what has been recorded hereon and the information is correct. I also accept and volunteer for the (apprenticeships) ratings and types of duty involved:																
INTERVIEWEE'S SIGNATURE																
NAME (Last, first, middle)								SSN				RATE		CLASS		

Figure 2-16.—Enlisted Classification Record (NAVPERS 1070/603).

3.254

normally prepared by the “classification interviewer” at recruit training commands. This form includes information about the recruit prior to and at the time of entry into the Navy. Such information as the recruit’s aptitude test scores, civilian education and training, personal interests, and the classification interviewer’s recommendation regarding the enlisted member’s assignment is contained on this form. This service record page is a permanent record and remains unchanged during the enlisted member’s career in the Navy.

Navy Occupation/Training and Awards History (NAVPERS 1070/604—Page 4)

The Navy Occupation/Training and Awards History (NAVPERS 1070/604) is a three-page form. Page 1 (figure 2-17) provides information concerning the service member’s Navy Enlisted Classification (NEC) codes, record of special designations, record of Navy service schools attended, training courses completed, and educational experience.

Page 2 (figure 2- 18) provides information concerning the member’s personnel advancement requirements, performance tests, advancements in rate, reductions in rate, changes in rating, record of off-duty education and vocational/technical training, good conduct awards, decorations and marksmanship awards, campaign/service and other awards, and other training courses/instructions completed. Page 3 (figure 2-19) provides information on personnel qualification standards completed.

History of Assignments (NAVPERS 1070/605—Page 5)

The History of Assignments (NAVPERS 1070/605) shown in figure 2-20 provides a chronological record of the ships and stations that an enlisted person has been assigned to during an active duty career. It is also used to record the dates of a member’s enlistments, extensions, and discharges. The History of Assignments is a permanent part of the service record while the enlisted person is on active duty. If the enlisted member is discharged or released from active duty, the PN takes one of the following actions:

- The original is forwarded with the closed service record to the Naval Reserve Personnel

Center, except for members who immediately reenlist.

- The original is forwarded directly to the Commander Naval Military Personnel Command with other required documents for members who immediately reenlist.

- A certified copy is placed on the left-hand side of the new service record under the Career Performance Separator in the case of an immediate reenlistment.

- A certified copy is given to a member who is being discharged, transferred to the Fleet Reserve, Retired Reserve, or permanently retired.

Record of Unauthorized Absence (NAVPERS 1070/606—Page 6)

A Record of Unauthorized Absence (NAVPERS 1070/606) is shown in figure 2-21. This form is used to:

- Report all unauthorized absences in excess of 24 hours.

- Report changes to expiration of active obligated service dates.

- Report expiration of enlistment dates as a result of unauthorized absence and/or time not served because of civil confinement.

- Report confinement of enlisted persons in the hands of civil authorities.

- Correct or modify a report made on a previous NAVPERS 1070/606.

Court Memorandum (NAVPERS 1070/607—Page 7)

A Court Memorandum (NAVPERS 1070/607) is shown in figure 2-22. This form is used to report all court-martial actions where a guilty finding is made by the court and approved by the convening authority. This form may also be used to report:

- Any nonjudicial punishment that affects pay including reduction in paygrade.

NAVY OCCUPATION/TRAINING AND AWARDS HISTORY NAVPERS 1070/604 (Rev. 1/78) S/N 9100-LF-910-0047				38 *See SUPERSMAN 5030200			
1. NAVY ENLISTED CLASSIFICATION RECORD				2. DESIGNATOR RECORD			
DATE	PRIMARY CODE	SECONDARY CODE	*OFFICER'S INITIALS	DATE	DESIGNATOR	QUALIFICATION OR REVOCATION	*OFFICER'S INITIALS
3. RECORD OF NAVY SERVICE SCHOOLS ATTENDED (CLASS R, A, C, F, P, V AND E)							
COURSE TITLE AND SCHOOL LOCATION				COURSE TITLE AND SCHOOL LOCATION			
EARNED NEC	COURSE LENGTH	DATE ENROLLED		EARNED NEC	COURSE LENGTH	DATE ENROLLED	
DATE COMPLETED	FINAL MARK	CLASS STANDING		DATE COMPLETED	FINAL MARK	CLASS STANDING	
MANNER OF COMPLETION				MANNER OF COMPLETION			
<input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR				<input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR			
SIGNATURE*				SIGNATURE*			
COURSE TITLE AND SCHOOL LOCATION				COURSE TITLE AND SCHOOL LOCATION			
EARNED NEC	COURSE LENGTH	DATE ENROLLED		EARNED NEC	COURSE LENGTH	DATE ENROLLED	
DATE COMPLETED	FINAL MARK	CLASS STANDING		DATE COMPLETED	FINAL MARK	CLASS STANDING	
MANNER OF COMPLETION				MANNER OF COMPLETION			
<input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR				<input type="checkbox"/> GRADUATED <input type="checkbox"/> DROPPED FOR			
SIGNATURE*				SIGNATURE*			
4. TRAINING COURSES COMPLETED						5. EDUCATIONAL EXPERIENCE LEVEL	
DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER	DATE COMPLETED	*OFF INIT	GED (HS) EQUIVALENT TEST	
						DATE PASSED	OFF. INITIALS
						STATE THAT ISSUED DIPLOMA OR CERTIFICATE	
						COLLEGE LEVEL GENERAL EXAMS	
						DATE PASSED	OFF. INITIALS
						PRESENT LEVEL OF EDUCATION	
						12	13 14 15 16 17+
NAME (Last, First, Middle)					SOCIAL SECURITY NO.	BRANCH AND CLASS	
4 <input type="checkbox"/>							

Figure 2-17.—Navy Occupation/Training and Awards History—Page 1 (NAVPERS 1070/604).

3.255.1

[illegible]

Figure 2-20.—History of Assignments (NAVPERS 1070/605).

SUPERS USE ONLY		P601-6R		SUPERS USE ONLY	
RECORD OF UNAUTHORIZED ABSENCE					
A	1. DATE OF SUBMISSION		2. SHIP OR STATION AND LOCATION		
B	UNAUTHORIZED ABSENCE FROM: 3. HOUR: 4. DATE:		LIBERTY BEGAN 5. OVER LIBERTY 6. HOUR: 7. DATE:		8. OVER LEAVE 9. AWOL
C	HELD AND CHARGED BY CIVIL AUTH. 10. HOUR: 11. DATE:		12. DELIVERED TO CIVIL AUTH 13. APPREHENDED BY CIVIL AUTHORITIES		14. DD 616 ISSUED
15. AT (ORGANIZATION AND LOCATION)					
D	UNAUTHORIZED ABSENCE FOR 10 DAYS 16. DD 553 ISSUED		17. PERSONAL EFFECTS COLLECTED, INVENTORIED, AND IN SAFEKEEPING		
E	18. UIC MEMBER UA FROM:		19. ACTIVITY MEMBER UA FROM:		
F	RETURNED TO MILITARY JURISDICTION 20. HOUR: 21. DATE:		22. APPREHENDED 23. SURRENDERED		24. DD 616 ISSUED
25. RETURNED TO MILITARY JURISDICTION AT: (ACTIVITY)			26. UIC		27. RET. ON BOARD
28. TRANSFERRED TO: (ACTIVITY)			29. UIC		
G	30. DETERMINATION NOT UNAUTHORIZED ABSENCE		31. NAVPERS 1070/606 WHICH REPORTED ABSENCE IN ERROR		
32. ABSENCE EXCUSED UNAVOIDABLE		33. CHARGED NO. DAYS LEAVE (DAY FOR DAY)			
34. FROM: 35. TO:		36. DISEASE DUE TO USE OF ALCOHOL/DRUGS		37. OTHER	
38. ABSENCE NOT EXCUSED		39. CHARGE NO. DAYS LOST TIME (30 DAY MO)	40. CHARGE NO. DAYS LOST TIME (DAY FOR DAY)	41. CHANGE EAOS TO:	42. CHANGE EXPR ENL TO:
H	43. ADJUST PREVIOUSLY SUBMITTED 1070/606		44. DATED		45. CORRECTED INFO ENTERED ABOVE
46. ERRONEOUSLY REPORTED LEAVE		47. ERRONEOUSLY REPORTED LOST TIME (30 DAY MONTH)		48. ERRONEOUSLY REPORTED LOST TIME (DAY FOR DAY)	
49. AMPLIFYING REMARKS (MAY BE CONTINUED ON REVERSE)					
J					
			50. (SIGNATURE) BY DIRECTION		RANK/GRADE
			51. UNIT I.D. CODE		52. RATE
53. NAME (LAST, FIRST, MIDDLE)			54. SSN		55. BRANCH/CLASS

RECORD OF UNAUTHORIZED ABSENCE NAVPERS 1070/606 (REV. 1-77) S/N 0106-LF-010-6956

Figure 2-21.—Record of Unauthorized Absence (NAVPERS 1070/606).

116.108

BUPERS USE ONLY		Pb01-7R		BUPERS USE ONLY	
COURT MEMORANDUM					
1. DATE SUBMITTED		2. SHIP OR STATION			
3. DATE OF REFERRAL		4. TYPE OF COURT		5. DATE OF COURT/MAST	
7. DATE OF ACTION		TYPE OF ACTION 8. REPORT OF ACTION <input type="checkbox"/>		9. MODIFICATION OF ACTION <input type="checkbox"/>	
<input type="checkbox"/> 12. RATE ADJUSTMENT		13. FROM		14. TO	
<input type="checkbox"/> 16. FORFEITURE		17. MONTHLY AMT. \$		18. NO. MONTHS	
<input type="checkbox"/> 19. FINE		20. AMOUNT \$		<input type="checkbox"/> 21. CONSENT TO CHECKAGE	
<input type="checkbox"/> 25. DETENTION		26. MONTHLY AMT. \$		27. NO. MONTHS	
29. DESERTION MARK REMOVED <input type="checkbox"/>		<input type="checkbox"/> 30. ADJUDGED		<input type="checkbox"/> 31. ADJUDGED AND DIS-APPROVED	
PRE-TRIAL CONFINEMENT 32. FROM:		33. TO:		34. DAYS LOST TIME (30 DAY BASIS)	
CONFINEMENT ORDERED AND COMPLETED 36. FROM:		37. TO:		35. DAYS LOST TIME (DAY FOR DAY)	
40. CHANGE EAOS TO:		41. CHANGE EXP. ENL. TO:		28. DETENTION RE-FUND DATE	
				22. DOES NOT CONSENT TO CHECKAGE <input type="checkbox"/>	
				23. MO. AMT. OF CHECKAGE \$	
				24. NO. MOS.	
42. SYNOPSIS OF OFFENSE(S), DATE(S), AND SENTENCE ADJUDGED (ALSO AMPLIFYING REMARKS, MAY BE CONTINUED ON REVERSE)					
DATE IDENTIFICATION AND RESUME OF CONVENING, SUPERVISORY, OR OTHER AUTHORITY INCLUDING ACTION UNDER ARTICLES 65, 66, 67, 69, 72, 73, 74, OR 15 (D) OR (E), UCMJ, (ALSO ANY APPEAL)					
		43. 1070/607 DTD		44. AUTHORITY TYPE	
45.					
(MAY BE CONTINUED ON REVERSE)					
		46. SIGNATURE			
		GRADE			
49. NAME (LAST, FIRST, MIDDLE)		47. UNIT I.D. CODE		48. RATE	
		50. SSN		51. BRANCH/CLASS	
COURT MEMORANDUM NAVPERS 1070/607 (REV 10-71)					
RETAIN IN SERVICE RECORD					

Figure 2-22.—Court Memorandum (NAVPERS 1070/607).

- Administrative actions such as contempt of court.

- Changes to previous NAVPERS 1070/607s.

Enlisted Performance Record (NAVPERS 1070/609–Page 9)

The Enlisted Performance Record (NAVPERS 1070/609) is shown in figure 2-23. This record provides a cumulative account of an enlisted member's performance evaluations. Enlisted performance evaluations are used to determine:

- The performance multiple for advancement.
- Selection to warrant or commissioned status.
- Selection for special programs, projects, and courses of instruction.
- The awarding of the Good Conduct Medal and/or Certificate.
- Type of discharge.
- Reenlistment desirability.
- Reduction in rate for incompetency.
- Early separation by administrative discharge.

Record of Personnel Actions (NAVPERS 1070/610–Page 10)

The Record of Personnel Actions (NAVPERS 1070/610) shown in figure 2-24 is used to record changes in rate or rating, proficiency pay, citizenship, and other appropriate entries.

Record of Naval Reserve Service (NAVPERS 1070/611–Page 11)

The Record of Naval Reserve Service (NAVPERS 1070/611) shown in figure 2-25 provides a chronological record by anniversary year of retirement points earned by Naval Reserve enlisted personnel. For individuals who were

members of the Naval Reserve on 1 July 1949, the anniversary year begins on 1 July and ends on 30 June as long as service in the Reserve was or is continuous. The anniversary year begins on the date of enlistment or reenlistment for individuals enlisting or reenlisting with broken service in the Naval Reserve after 1 July 1949.

Administrative Remarks (NAVPERS 1070/613–Page 13)

The Administrative Remarks page (NAVPERS 1070/613) shown in figure 2-26 is used as a chronological record of significant miscellaneous entries not provided for elsewhere in the service record. It is also used for recording more detailed information concerning entries on other service record pages.

Record of Discharge From the U.S. Naval Reserve—Inactive (NAVPERS 1070/615–Page 14)

A Record of Discharge From the U.S. Naval Reserve—Inactive (NAVPERS 1070/615) shown in figure 2-27 is prepared upon the honorable discharge of an enlisted reservist on inactive duty by reason of expiration of enlistment or obligated service. Discharge of enlisted reservists on inactive duty for any other reason is recorded on the Administrative Remarks page (NAVPERS 1070/613) of the service record.

Certificate of Release or Discharge From Active Duty (DD Form 214–Page 15)

The Certificate of Release or Discharge From Active Duty (DD Form 214) serves as the last page of the enlisted service record. Copy 2 of this form is shown in figure 2-28 and is prepared for each enlisted person who is being separated or discharged from active duty and at certain times when the enlisted person has a change of status but continues on active duty. This copy would be the last page of the service record and is placed on top of the right side of the NAVPERS 1070/600 (Enlisted Service Record Folder). Copy 1 shown in figure 2-29 is given to the enlisted member. The RP would have to check the left side of the NAVPERS 1070/600 folder under the separator (NAVPERS 1070/617) for screening DD Form 214 information specified by assigned-

[illegible]

SUPERS USE ONLY		P610		SUPERS USE ONLY		
1. DATE		2. SHIP OR STATION				
3. REMARKS (USE THIS SECTION TO AMPLIFY ENTRIES IN BLOCKS 4 THRU 29 BELOW AND FOR OTHER ENTRIES WHEN THE USE OF THIS FORM IS DIRECTED IN LIEU OF THE PAGE 13 (NAVPERS 1070/613).)						
RATE	4. CHANGE RATE: FROM		5. TO		6. EFFECTIVE DATE	
	7. TIR					
	REASON 8. <input type="checkbox"/> SCORE PROG 9. <input type="checkbox"/> STAR PROGRAM 10. <input type="checkbox"/> CLASS A SCHOOL 11. <input type="checkbox"/> EXAM CENTER AUTH. 12. <input type="checkbox"/> ADMIN RED/REST 13. OTHER (SPECIFY)					
14. AUTHORITY						
PROFICIENCY PAY	15. CHANGE PROFICIENCY PAY: FROM		16. TO		17. EFFECTIVE DATE	
	18. BILLET NEC/RATE					
	REASON 19. <input type="checkbox"/> NEC 20. <input type="checkbox"/> 1080-14 21. <input type="checkbox"/> NAVPERS 1221/1 22. <input type="checkbox"/> RATE 23. <input type="checkbox"/> RETRAINING STATUS 24. <input type="checkbox"/> REDUCTION OF SPECIALTY AWARD LEVEL					
	25. <input type="checkbox"/> NAVY RECRUIT CANVASSER 26. <input type="checkbox"/> NAVY RECRUIT CO. COMMANDER 27. <input type="checkbox"/> SERE INSTRUCTOR 28. <input type="checkbox"/> OTHER (SPECIFY)					
29. AUTHORITY						
30. SIGNATURE			GRADE			
31. UNIT I.D. CODE		32. RATE		33. NEC		
34. STATUS <input type="checkbox"/> ACT-IVE		35. INACT-IVE				
36. NAME (LAST, FIRST, MIDDLE)			37. SSN		38. BRANCH/CLASS	

RECORD OF PERSONNEL ACTIONS NAVPERS 1070/610 (OCR) (REV 7-76) NEW S/N 0106-LF-010-6975

SERVICE RECORD COPY

116.110

Figure 2-24.—Record of Personnel Actions (NAVPERS 1070/610).

RECORD OF NAVAL RESERVE SERVICE											
NAVPERS 1070/611 (Rev. 12-75)											
S/N 0106-LF-010-6880											
RETIREMENT POINTS EARNED											
(1) PERIOD COVERED		(2) ORGANIZATION	(3) TOTAL DRILLS	(4) GROUP ACTIVE DUTY FOR TRAINING	(5) ACTIVE DUTY FOR TRAINING	(6) ACTIVE DUTY	(7) CORRESPONDENCE COMPLETED	(8) GRATUITOUS POINTS	(9) OTHER	(10) TOTAL POINTS EARNED	(11) INITIALS
FROM (Day, Mo, Yr)	TO (Day, Mo, Yr)										
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
TOTAL POINTS EARNED THIS ANNIVERSARY YEAR											
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
TOTAL POINTS EARNED THIS ANNIVERSARY YEAR											
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
TOTAL POINTS EARNED THIS ANNIVERSARY YEAR											
Date Anniversary Year Begins											
	Date Anniversary Year Ends										
TOTAL POINTS EARNED THIS ANNIVERSARY YEAR											
NAME (Last) (First) (Middle)							SOCIAL SECURITY NUMBER				
<div style="text-align: right;">11 <input type="checkbox"/></div>											

Figure 2-25.—Record of Naval Reserve Service (NAVPERS 1070/611).

50.36

ADMINISTRATIVE REMARKS NAVPERS 1070/613 (Rev. 1-76) S/N 0106-LF-010-0090		<div style="border: 1px solid black; display: inline-block; padding: 2px 5px;">E-32</div> <small>SEE BUPERSMAN 5030420</small>
SHIP OR STATION <hr/>		

NAME (Last, First, Middle)	SSN	BRANCH AND CLASS
13 <input type="checkbox"/>		

Figure 2-26.—Administrative Remarks (NAVPERS 1070/613).

6.26

chaplains. Copy 7 (figure 2-30) is maintained on the left side of the enlisted service record at the member's local command.

CONFIDENTIALITY OF SERVICE RECORDS

Enlisted service records are the property of the Government and the information contained in these records is for the Navy's official use. It is important for the RP to screen enlisted records carefully. Loss of material from a service record could adversely affect a person's career.

The RP should also be aware of the confidential nature of service records. Care should be exercised to ensure that unauthorized persons do not gain access to information contained in enlisted service records. Following are some procedures for safeguarding enlisted service records:

- An enlisted service record should not be left unattended on a desk.
- An enlisted service record should be placed out of sight when not being screened for information specified by assigned chaplains.

- Unauthorized personnel should not be allowed in the area when service records are being screened by the RP.

SUMMARY

This chapter contains information pertaining to managing the office of the chaplain; office equipment utilized in the Command Religious Program including operating procedures and maintenance; CRP office procedures including receptionist duties and telephone communications; RP responsibilities in regard to privileged communications; security of classified material and the information security program; "For Official Use Only" information and records; and screening enlisted service records.

It is important to remember that RPs perform vital office-related tasks in support of the Command Religious Program. Therefore, the RP must strive to be the best office worker and manager possible in order to meet the needs of both the CRP and the Navy.

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE (INACTIVE)

ACTIVITY TITLE

HOME ADDRESS AT TIME OF DISCHARGE

TYPE OF DISCHARGE AND AUTHORITY

HONORABLE
BUPERSMAN 3850300.2.a. or b. as applicable

CERTIFICATE ISSUED

HONORABLE DISCHARGE CERTIFICATE, DD FORM 258N

REMARKS

RECOMMENDED FOR REENLISTMENT

DISCHARGE EMBLEM FURNISHED

DISCHARGE DATE	IMMEDIATELY REENLISTED		
	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
NAME (LAST, FIRST, MIDDLE)		RATE	SOCIAL SECURITY NUMBER
			BRANCH AND CLASS

RECORD OF DISCHARGE FROM THE U.S. NAVAL RESERVE, NAVPERS 1070/615 (INACTIVE) (REV. 9-76) S/N 9106-LP-910-7000

PART 2 - RETAIN IN SERVICE RECORD

Figure 2-27.—Record of Discharge from the U.S. Naval Reserve—Inactive (NAVPERS 1070/615).

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD SAFEGUARD IT		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID			
DD FORM 1 JUL 79 214		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY			
1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NO.			
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY				
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8. STATION WHERE SEPARATED				
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE AMOUNTS _____ 000 <input type="checkbox"/> NONE				
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)			12. RECORD OF SERVICE				
			a. Date Entered AD This Period			YEAR (s)	MON (s)
			b. Separation Date This Period			YEAR (s)	MON (s)
			c. Net Active Service This Period			YEAR (s)	MON (s)
			d. Total Prior Active Service			YEAR (s)	MON (s)
			e. Total Prior Inactive Service			YEAR (s)	MON (s)
			f. Foreign Service			YEAR (s)	MON (s)
			g. Sea Service			YEAR (s)	MON (s)
			h. Effective Date of Pay Grade			YEAR (s)	MON (s)
			i. Reserve Oblig. Term. Date			YEAR (s)	MON (s)
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)							
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)							
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input type="checkbox"/> YES <input type="checkbox"/> NO		17. DAYS ACCRUED LEAVE PAID			
18. REMARKS							
19. MAILING ADDRESS AFTER SEPARATION			20. MEMBER REQUESTS COPY 4 BE SENT TO _____ DIR. OF VET AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO				
21. SIGNATURE OF MEMBER BEING SEPARATED		22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN					
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)							
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Includes upgrades)					
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENLISTMENT CODE			
28. NARRATIVE REASON FOR SEPARATION							
29. DATES OF TIME LOST DURING THIS PERIOD			30. MEMBER REQUESTS COPY 4 INITIALS _____				
<div style="display: flex; justify-content: space-between;"> 5/N 0102-UF-000-3140 SERVICE - 2 </div>							

52.39.1

Figure 2-28.—Certificate of Release or Discharge from Active Duty—Copy 2 (DD Form 214).

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD SAFEGUARD IT		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
DD FORM 1 JUL 79 214		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.		CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	
1. NAME (Last, first, middle)			2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NO.
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY		
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			8. STATION WHERE SEPARATED		
9. COMMAND TO WHICH TRANSFERRED			10. SGU COVERAGE AMOUNTS _____ 000 <input type="checkbox"/> NONE		
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)			12. RECORD OF SERVICE		
				YEAR (s)	MON (s)
			a. Date Entered AD This Period		
			b. Separation Date This Period		
			c. Net Active Service This Period		
			d. Total Prior Active Service		
			e. Total Prior Inactive Service		
			f. Foreign Service		
			g. Sea Service		
h. Effective Date of Pay Grade					
i. Reserve Oblig. Term. Date					
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)					
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO			16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input type="checkbox"/> YES <input type="checkbox"/> NO		17. DAYS ACCRUED LEAVE PAID
18. REMARKS					
19. MAILING ADDRESS AFTER SEPARATION			20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIR. OF VET AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO		
21. SIGNATURE OF MEMBER BEING SEPARATED			22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN		
<div style="display: flex; justify-content: space-between; font-size: small;"> S/N 0102-LF-000-2140 MEMBER - 1 </div>					

Figure 2-29.—Certificate of Release or Discharge from Active Duty—Copy 1 (DD Form 214),

52.39.2

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES		THIS IS AN IMPORTANT RECORD SAFEGUARD IT		ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID	
DD FORM 214		PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE		CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY	
1. NAME (Last, first, middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NO.	
4a. GRADE, RATE OR RANK	4b. PAY GRADE	5. DATE OF BIRTH	6. PLACE OF ENTRY INTO ACTIVE DUTY		
7. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		8. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE AMOUNT \$ _____,000 <input type="checkbox"/> NONE		
11. PRIMARY SPECIALTY NUMBER, TITLE AND YEARS AND MONTHS IN SPECIALTY (Additional specialty numbers and titles involving periods of one or more years)		12. RECORD OF SERVICE		YEAR (s)	MON (s)
		a. Date Entered AD This Period			
		b. Separation Date This Period			
		c. Net Active Service This Period			
		d. Total Prior Active Service			
		e. Total Prior Inactive Service			
		f. Foreign Service			
		g. Sea Service			
		h. Effective Date of Pay Grade			
		i. Reserve Oblig. Term Date			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)					
14. MILITARY EDUCATION (Course Title, number weeks, and month and year completed)					
15. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERAN'S EDUCATIONAL ASSISTANCE PROGRAM <input type="checkbox"/> YES <input type="checkbox"/> NO		16. HIGH SCHOOL GRADUATE OR EQUIVALENT <input type="checkbox"/> YES <input type="checkbox"/> NO		17. DAYS ACCRUED LEAVE PAID	
18. REMARKS					
19. MAILING ADDRESS AFTER SEPARATION			20. MEMBER REQUESTS COPY 6 BE SENT TO _____ DIR. OF VET AFFAIRS <input type="checkbox"/> YES <input type="checkbox"/> NO		
21. SIGNATURE OF MEMBER BEING SEPARATED		22. TYPED NAME, GRADE, TITLE AND SIGNATURE OF OFFICIAL AUTHORIZED TO SIGN			
SPECIAL ADDITIONAL INFORMATION (For use by authorized agencies only)					
23. TYPE OF SEPARATION		24. CHARACTER OF SERVICE (Includes upgrades)			
25. SEPARATION AUTHORITY		26. SEPARATION CODE		27. REENLISTMENT CODE	
28. NARRATIVE REASON FOR SEPARATION					
29. DATES OF TIME LOST DURING THIS PERIOD				30. MEMBER REQUESTS COPY 4 INITIALS _____	
5/N 0102-JF-000-2140					
SERVICE - 7					

52.39.3

Figure 2-30.—Certificate of Release or Discharge from Active Duty—Copy 7 (DD Form 214).

